REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Monday, July 27, 2026, taking place at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

1. **CALL TO ORDER**

2. **INTRODUCTION OF LATE ITEMS**

3. **APPROVAL OF AGENDA**

   Recommendation:
   THAT the Agenda for the Regular Council Meeting of July 27, 2026, be adopted as presented.

4. **PUBLIC COMMENT(S) REGARDING AGENDA ITEMS**

5. **CONSENT AGENDA**

   a) Council minutes for approval
   - i. Minutes of the Special Meeting to Close of June 29, 2026;
   - ii. Minutes of the Regular Meeting of June 29, 2026;
   - iii. Minutes of the COTW Meeting of June 29, 2026;
   - iv. Minutes of the Special Meeting to Close of July 6, 2026;
   - v. Minutes of the Special Regular Meeting of July 6, 2026;

   b) Reports for receipt
   - i. Report from Planning Re: Development Activity Report – June 2026;
   - ii. Report from Planning Re: Community Planning Activity Report – 2023-2026;
   - iii. Report from the Chief Financial Officer Re: 2025 Auditor's Report;
   - iv. Report from the Chief Financial Officer Re: May 2026 Financial Variance Report;
   - v. Report from the Fire Chief Re: Monthly Fire / Rescue Report – June 2026;
   - vi. Report from RCMP Re: Monthly Mayor's/Chief's/Council Policing Report – June 2026;

   c) Correspondence for receipt
   - i. North Coast Regional District Re: June 2026 Board Highlights;
   - ii. Regional District of Central Okanagan Re: BC Local Government Climate Action Program (LGCAP) – Funding Continuation;
   - iii. Town of Lake Cowichan Re: Elect Respect Campaign; and,
   - iv. Corporation of the District of Oak Bay Re: Local Government Climate Action Program (LGCAP) Funding.

Recommendation:
THAT all items on the Consent Agenda be approved or received as requested.

6. REPORTS

a) Report from the Deputy Chief Administrative Officer Re: Liquor License Amendment

Recommendation:
THAT Council direct Staff to provide a Letter of Support to the BC Liquor and Cannabis Licensing Branch with respect to the application by the Crest Convention Centre for a new Liquor Primary License at 240 1st Avenue West with hours of operation from 7:00 am to 2:00 am Sunday through Saturday.

b) Report from the Chief Administrative Officer Re: Liquid Waste Management Program Review

Recommendation:
THAT Council direct Staff to undertake a comprehensive review of the City's Liquid Waste Management Program and return to Council by the end of 2026 with recommendations for the Program in 2027.

c) Report from the Director of Planning and Development Services Re: Oliver Lake Wetland Protection Covenant and Operations Agreements

Recommendation:
THAT Council receive the report titled Oliver Lake Wetland Protection Covenant and Operations Agreements; and

THAT Council Authorize and direct staff to work with Trigon Pacific Terminals LP and legal counsel to prepare and register a covenant over City-owned lands legally titled BLOCK E OF DISTRICT LOT 251 RANGE 5 COAST DISTRICT adjacent to Oliver Lake for the purpose of wetland protection, environmental stewardship, trail development, and compatible recreational and interpretive use; and,

THAT Council Authorize and direct staff to negotiate and execute a maintenance, stewardship, operating, or similar agreement with Trigon Pacific Terminals LP establishing responsibilities for construction, operation, monitoring, maintenance, and long-term stewardship of trails, signage, and associated public amenities.

d) Report from the Planning Re: DVP-26-06 – 525 2nd Ave West

Recommendation:
THAT Council approves Development Variance Permit #26-06.

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e) **Report from the Deputy Chief Administrative Officer Re: Council Procedure Bylaw No. 3563, 2026**

Recommendation:
THAT Council consider this report in regard to Council Procedure Bylaw No. 3563, 2026.

7. BYLAWS

a) **Cemetery Bylaw No. 3562, 2026**

Recommendation:
THAT Councl give Third Reading to Cemetery Bylaw No. 3562, 2026.

b) **Council Procedure Bylaw No. 3563, 2026**

Recommendation:
THAT Council give first, second and third readings to Council Procedure Bylaw No. 3563, 2026 and repeal Council Procedure Bylaw No. 3508, 2022 and all amendments thereto.

8. COUNCIL ROUND TABLE

9. ADJOURNMENT

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THE CITY OF PRINCE RUPERT

SPECIAL MINUTES

For the **SPECIAL MEETING** of Council, held on June 29, 2026, at 5:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor H. Pond
Councillor Randhawa
Councillor B. Cunningham (Remote)
Councillor T. Forster
Councillor N. Adey
Councillor W. Niesh (Remote)
Councillor R. Skelton-Morven (Remote)

STAFF: R. Pucci, Chief Administrative Officer
R. Miller, Deputy Chief Administrative Officer (Remote)

1. CALL TO ORDER

The Mayor called to Special Meeting of Council to order at 5:06 pm.

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

90.1 (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(g) litigation or potential litigation affecting the municipality;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

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3. ADJOURNMENT

MOVED by Councillor Randhawa and seconded by Councillor Cunningham THAT the Meeting be adjourned at 5:06 pm.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE OFFICER

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THE CITY OF PRINCE RUPERT

MINUTES

For the **REGULAR MEETING** of Council, held on Monday, June 29, 2026, 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor Pond
Councillor G. Randhawa
Councillor T. Forster
Councillor R. Skelton-Morven (Remote)
Councillor B. Cunningham (Remote)
Councillor N. Adey
Councillor W. Niesh (Remote)

STAFF: R. Pucci, Chief Administrative Officer
A. Vera, Senior Manager of Human Resources
M. Pope, Director of Development Services (Remote)
R. Paras, Planner

1. CALL TO ORDER

The Mayor called the regular meeting to order at 7:43 pm.

2. INTRODUCTION OF LATE ITEMS

One item added to be discussed during the COUNCIL ROUND TABLE.

3. APPROVAL OF AGENDA

MOVED by Councillor Randhawa and seconded by Councillor Forster THAT the Agenda for the Regular Council Meeting of June 29, 2026, be adopted as presented.

CARRIED

4. PRESENTATIONS

a) Presentation Re: 2025 Annual Report: CAO presented – Video of Mayor highlighting the 2025 Annual Report was shown.

5. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

6. CONSENT AGENDA

a) Council minutes for approval

i. Minutes of the Special Meeting to Close of June 5, 2026;
ii. Minutes of the Special Meeting to Close of June 15, 2026;
iii. Minutes of the Regular Meeting of June 15, 2026;

b) Reports for receipt

iv. Report from the Director of Planning and Development Services Re: Notice of Contract Award over $500K;

c) Correspondence for action

i. North Coast Regional District Re: North and Central Pacific Coast Ferry Service Levels – Invitation for Joint Advocacy;
ii. North Coast Regional District Re: Joint Advocacy Meeting regarding Alaska Ferry Reinstatement;
iii. Request for Proclamation July 19-25, 2026 as National Drowning Prevention Week;
iv. Request for Proclamation October 15, 2026 as Pregnancy and Infant Loss Awareness Day and October 2026 as Pregnancy and Infant Loss Awareness Month;
v. City of Prince George Re: Support for the Northern-Rural Homeowners Grant;

d) Correspondence for receipt

vi. Response to Council Inquiries; and,
vii. North Central Local Government Association Re: 2026 AGM Highlights.

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT all items on the Consent Agenda be approved or received as requested.

CARRIED

7. REPORTS

a) Report from the Chief Administrative Officer Re: Totem Pole Program – Haida Gwaii Invitation

MOVED by Councillor Adey and seconded by Councillor Forster THAT Council receives this Report and supports the Yahguudangang: To Pay Respect – Gwaii Haanas Repatriation Ceremonies Project with a donation commitment of 25K.

CARRIED

b) Report from the Chief Administrative Officer Re: Adoption of the 2025 Annual Report

MOVED by Councillor Randhawa and seconded by Councillor Forster THAT Council by resolution adopt the 2025 Annual Report.

CARRIED

c) Report from Planning Re: Devepment Variance Permit 26-04 (DVP-26-04) – 800 2nd Avenue West

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council approves of Development Variance Permit (DVP) #26-04.

CARRIED

d) Report from Planning Re: Devepment Variance Permit 26-06 (DVP-26-06) – 525 2nd Avenue West

MOVED by Councillor Randhawa and seconded by Councillor Forster THAT Council proceeds with the statutory notification process for Development Variance Permit #26-06.

CARRIED

e) Report from the Director of Operations Re: RFT 70018 – 6th Avenue West Watermain Replacement

MOVED by Councillor Adey and seconded by Councillor Forster THAT Council award RFT 70018 for the 6th Avenue West Watermain Replacement to Knappett Industries (2006) Ltd. in the amount of $11,595,755.00, excluding GST.

CARRIED

8. BYLAWS

a) Good Neighbour Bylaw No. 3558, 2025

MOVED by Councillor Adey and seconded by Councillor Forster THAT Council give Third Reading to Good Neighbour Bylaw No. 3558, 2025 with the amendment that the amount of visible stacked wood be changed to 4x4x8 feet or 1.219 m x 1.219 m x 2.438 m.

CARRIED

b) Election Procedures Bylaw No. 3561, 2026

MOVED by Councillor Randhawa and seconded by Councillor Forster THAT Council give Fourth and Final Reading to Election Procedures Bylaw No. 3561, 2026.

CARRIED

c) Highway Road Closure Bylaw No. 3672, 2026

MOVED by Councillor Niesh and seconded by Councillor Adey THAT Council give Fourth and Final Reading to Highway Road Closure Bylaw No. 3672, 2026.

CARRIED

d) Highway Road Closure Bylaw No. 3673, 2026

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council give Fourth and Final Reading to Highway Road Closure Bylaw No. 3673, 2026.

CARRIED

e) Highway Road Closure Bylaw No. 3675, 2026

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council give Third Reading to Highway Road Closure Bylaw No. 3675, 2026.

CARRIED

9. COUNCIL ROUND TABLE

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council approve signing the statement requested by the United States Consulate, together with leading U.S. and Canadian companies, organizations, and municipalities, affirming the importance of the Canada–United States bilateral relationship.

OPPOSED: Councillors Forster, Randhawa, Cunningham and Niesh

DEFEATED

10. ADJOURNMENT

MOVED by Councillor Forster and seconded by Councillor Adey THAT the meeting be adjourned to reopen the closed meeting at 9:20 pm.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE OFFICER

THE CITY OF PRINCE RUPERT

COMMITTEE OF THE WHOLE
MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on Monday, June 29, 2026, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor H. Pond
Councillor W. Niesh (Remote)
Councillor G. Randhawa
Councillor B. Cunningham (Remote)
Councillor N. Adey
Councillor T. Forster
Councillor R. Skelton-Morven (Remote)

STAFF: R. Pucci, Chief Administrative Officer
A. Vera, Senior Manager of Human Resources
M. Pope, Director of Development Services (Remote)
R. Paras, Planner

1. CALL TO ORDER
The Mayor called the Committee of the Whole Meeting to order at 7:00 pm.

2. ADOPTION OF THE AGENDA

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT the Agenda for the Committee of the Whole Meeting of Monday, June 29, 2026, be adopted as presented.

CARRIED

3. PRESENTATIONS

i. Presentation from Rayne Dowell Re: Policy and procedure for responding to an item brought before City Council; Alternative water source solution.
ii. Presentation from aay aay on behalf of Nika Collison, Haida Gwaii Museum Re: Yahguudangang: To Pay Respect – Gwaii Haanas Repatriation Ceremonies Project.

3. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

4. ADJOURMENT to Regular Council Meeting

MOVED by Councillor Adey and seconded by Councillor Forster THAT the meeting be adjourned to the Regular Council Meeting at 7:43 pm.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE OFFICER

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SPECIAL MINUTES

For the **SPECIAL MEETING** of Council, held on July 6, 2026, at 5:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor H. Pond
Councillor Randhawa
Councillor B. Cunningham
Councillor T. Forster (Remote)
Councillor N. Adey
Councillor W. Niesh
Councillor R. Skelton-Morven (Remote)

STAFF: R. Pucci, Chief Administrative Officer
R. Miller, Deputy Chief Administrative Officer

1. CALL TO ORDER

The Mayor called to Special Meeting of Council to order at 5:00 pm.

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

90.1 (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED

3. ADJOURNMENT

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the Meeting be adjourned at 5:00 pm.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE OFFICER

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THE CITY OF PRINCE RUPERT

MINUTES

For the **REGULAR MEETING** of Council, held on Monday, July 6, 2026, 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor Pond
Councillor G. Randhawa
Councillor T. Forster
Councillor R. Skelton-Morven (Remote)
Councillor B. Cunningham
Councillor N. Adey
Councillor W. Niesh

STAFF: R. Pucci, Chief Administrative Officer
R. Miller, Deputy Chief Administrative Officer

1. CALL TO ORDER

The Mayor called the regular meeting to order at 7:00 pm.

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

MOVED by Councillor Forster and seconded by Councillor Adey THAT the Agenda for the Regular Council Meeting of July 6, 2026, be adopted as presented.

CARRIED

4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

Amy Lashek, Dolly's Fish Market re: Lots 14 &1-6 Sale

5. CONSENT AGENDA

a) Reports for receipt

i. Report from the Chief Administrative Officer Re: Response to Council Inquiries.

MOVED by Councillor Cunningham and seconded by Councillor Adey THAT all items on the Consent Agenda be approved or received as requested.

CARRIED

6. REPORTS

a) Report from the Chief Administrative Officer Re: Gitxaala Enterprises Property Purchase

MOVED by Councillor Adey and seconded by Councillor Niesh THAT Council receives this Report and directs Staff to:

- Proceed to execute a purchase and sale agreement for the lots and lane surrounding the Rona property;
  - Closed laneway behind 405 3rd Ave East to 18 Cow Bay Road
  - PID 012-532-398
  - PID 012-542-024
  - PID 012-542-032
  - PID 012-532-410
  - PID 012-594-300
  - PID 012-521-507
  - PID 012-594-334
- Proceed to execute a purchase and sale agreement for “Lot 2” and the “1st Ave Access” property;
  - PID 027-197-166
  - Closed laneway beside 200 1st Ave West (Crest/Chances Entrance)

OPPOSED: COUNCILLOR FORSTER

CARRIED

b) Report from the Recreation & Community Services Manager Re: Recreation 2026 Capital Project Changes

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council directs staff to reallocate funding for recreation capital projects as outlined.

CARRIED

7. BYLAWS

a) Highway Road Closure Bylaw No. 3675, 2025

MOVED by Councillor Forster and seconded by Councillor Niesh THAT Council give Fourth and Final Reading to Highway Road Closure Bylaw No. 3675, 2025, subject to pending MOTT review.

CARRIED

b) Good Neighbour Bylaw No. 3558, 2025

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council give Fourth and Final Reading to Good Neighbour Bylaw No. 3558, 2025.

CARRIED

8. COUNCIL ROUND TABLE

9. ADJOURNMENT

MOVED by Councillor Forster and seconded by Councillor Adey THAT the meeting be adjourned at 7:46 pm.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE OFFICER

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REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 27th, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Rodolfo Paras, Urban Planner

SUBJECT: DEVELOPMENT ACTIVITY REPORT JUNE 2026.

RECOMMENDATION

THAT Council Receive and File the attached Development Activity Report in Attachment 1.

REASON FOR REPORT:

This report summarizes development application activity in the City of Prince Rupert for June 2026. This report is intended to inform the Council on applications that have been received and their status to date.

Report Prepared By:	Report Reviewed By:
Rodolfo Paras, Urban Planner	Richard Pucci, Chief Administrative Officer

Original signature available upon request

Attachments:

1. Development Activity Report for June 2026

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Development Activity Report – June 2026					
Planning and Zoning					
File No.	**Location**	**Proposal Description**	**Date Received**	**Status**	**Date of Decision**
ZBLA-24-04	100 1st Avenue E.	Zoning amendment of property with existing building.	Oct. 28, 2024	Waiting on Conditions to be met before 4th Reading.	N/A
DVP-26-04	800 2nd Ave W.	Parking Variance for proposed redevelopment.	Apr. 20, 2026	Approved	Jun. 29, 2026
DVP-26-06	525 2nd Avenue W.	Setback variance for redevelopment.	June 03, 2026	Approved for public notification June 29th.	N/A
DVP-26-07 (Minor)	525 2nd Avenue W.	Minor Variance regarding signage.	June 03, 2026	Approved	Jun. 22, 2026
TUP-26-01	171 Mish-Aw Rd.	Temporary land use at industrial site.	May 08, 2026	Approved by Council and cash bond was retained.	Jun. 15, 2026
DP-25-08	George Hills Way	Proposed development of a grocery store in City Core DPA.	Apr. 22, 2025	Approved	Jul. 15, 2026
DP-26-15	525 2nd Avenue W.	Redevelopment in City Core.	June 03, 2026	Reviewed by staff, pending DVP-26-06 for approval.	N/A
DP-26-16	100 Watson Island	Temporary structures in Industrual DPA.	Jun. 10, 2026	Approved	Jun. 18, 2026
DP-26-17	100 Watson Island	Container structures in Industrual DPA.	Jun. 25, 2026	Approved	Jun. 18, 2026
DP-26-18	344 2nd Avenue West	Façade improvements to existing building in City Core DPA.	Jun. 11, 2026	Approved	Jun. 25, 2026
DP-26-19	100 Watson Island	Temporary dorm structure in industrial area.	Jun. 11, 2026	Approved	Jun. 24, 2026
DP-26-20	115 1st Ave E	Proposed Band Stand on Mariner's park. City Core DPA.	Jun. 11, 2026	On Hold, awaiting information from proponents.	N/A
DP-26-21	714 Fraser St.	Exterior changes to existing building in City Core DPA	Jun. 29, 2026	Approved	Jul. 13, 2026
DP-26-22	800 2nd Ave W.	Parking Variance for proposed redevelopment.	Apr. 20, 2026	Approved	Jul. 08, 2026

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Building Department Permits - Summary June 2026	
Number of Building Permits approved during June:	40
Number of Housing Units Approved during the June:	1
City Core Revitalization Fee Waiver recipients during June:	3
Building Department Permits – Annual Summary 2026	
Housing Units approved in 2026	1
City Core Revitalization Fee Waiver recipients in 2026	20

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THE CITY OF PRINCE RUPERT

REPORT TO COUNCIL
Regular Meeting of Council

DATE: July 27, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Rodolfo Paras Diaz, Urban Planner

SUBJECT: COMMUNITY PLANNING ACTIVITY REPORT –2023 - 2026.

RECOMMENDATION:

THAT Council receive and file the Community Plans Activity Report

REASON FOR REPORT:

This report provides an update on the community plans that have been adopted during the term of the current City of Prince Rupert to Council.

COMMUNITY PLANS ADOPTED BY THE COUNCIL FROM 2023 TO 2026:

Connect Rupert—Prince Rupert Transportation Plan:
Adopted by the City Council on July 24th, 2023.

Rupert Plays – Parks and Outdoor Recreation Plan:
Adopted by the City Council on November 14, 2023.

Home Energy Feasibility Project:
Adopted by the City Council on September 2023.

Social Development Plan (Grant Funded):
Adopted by the City Council on June of 2024.

Accessibility Plan (Grant-Funded):

Adopted by the City Council, November 12, 2024.

Complete Communities Framework (Grant Funded):
Adopted by the City Council on December, 2024

Climate Change Adaptation Plan (Grant-Funded):
Adopted by the City Council on January 27th, 2025

Official Community Plan Updates (Grant-Funded):
Adopted by the City Council on 2025.

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Development Approval Review Process (Grant-Funded):
Reports are under review. Engagement completed. Grant has supported education and information sharing initiatives for the public on the Development Process.

Housing Needs Report (Grant-Funded):
Adopted by the City Council, on December 2024.

STATUS UPDATE ON PLANNING INITIATIVES UNDERWAY IN SUPPORT OF COUNCIL'S STRATEGIC PLAN

Food Systems Plan:
Draft is complete and under internal review.

Recreation and Wellness Plan (partially Grant-Funded)
Following completion of public consultation and development of a Draft Recreation and Wellness Plan, staff and the consulting team are working to integrate additional recommendations for staffing that occurred as part of a recent Departmental review. Once recommendations are received and integrated by Recreation Staff into the final plan, it will be brought to Council for potential adoption.

Reconciliation Planning:
Following a request from Council in April, the Draft Reconciliation Action Plan was brought back to the community for further input opportunity. An Open House event was held in early June, with approximately 20 attendees providing input on draft actions. The Plan was also sent to the Nations for input opportunity, which has not yet been received.

COST:
This report has no budgetary effects.

CONCLUSION:

THAT the City Council receives and files the Community Plans Activity Report.

Report Prepared By:

Rodolfo Paras,
Urban Planner

Report Reviewed By:

Richard Pucci,
Chief Administrative Officer

Original signature available upon request

THE CITY OF PRINCE RUPERT

REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 27, 2026

TO: Richard Pucci, Chief Administrative Officer

FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: 2025 AUDITOR'S REPORT

RECOMMENDATION:

THAT Council receive this report for information purposes.

REASON FOR REPORT:

This report is to summarize the communication from the City's auditors to management and Council on the audit strategy and results. It is meant to assist in understanding how the audit was conducted and inform on any issues of significance. The auditor's report will be used to make any changes necessary.

SUMMARY

The report identifies the audit opinion, and reasons therefore. Also included are the areas of focus including findings and whether any of them could be considered significant warranting future attention and monitoring.

Finally, a table of unadjusted and adjusted differences is provided, called "misstatements". These are generally timing differences comprising information received after financial statement cutoff has occurred and not considered material to adjust. Although individually the amounts may look high, when compared to the full value of assets, liabilities and surplus, the result is less than 2.5%. These differences are recognized in subsequent financial statement years, meaning that the "misstatements" get corrected, just in a different year. If the difference is based on an estimate, they are routinely re-evaluated at every audit date. Recommendations made are considered by management for implementation.

CONCLUSION

This report is provided for information purposes only and no action is required of Council.

Report Prepared By:

Corinne Bomben
Chief Financial Officer

Report Reviewed By:

Richard Pucci,
Chief Administrative Officer

Original signature available upon request

Attachment:

- Doane Grant Thornton Report to Management and Council - Audit strategy and results

Doane Grant Thornton

City of Prince Rupert

For the year ended December 31, 2025

Report to Management and Council
Audit strategy and results

Purpose of report and scope

The purpose of this report dated June 16, 2026 is to engage in an open dialogue with you regarding our audit of the consolidated financial statements of City of Prince Rupert (the "City") for the year ended December 31, 2025. This communication will assist you in understanding our overall audit strategy and results. The information in this document is intended solely for the information and use of Council and management and should not be distributed to other parties.

The purpose of our audit, our responsibilities and your responsibilities were communicated to you in our signed engagement letter dated January 7, 2026.

We were engaged to provide the following deliverables:

- **Report on the December 31, 2025 consolidated financial statements**
- **Communication of audit strategy and results**

Audit approach

Our audit approach involves identifying and assessing risks of material misstatement of the consolidated financial statements, whether due to fraud or error. Misstatements, including omissions, are material if they could reasonably be expected to influence the economic decisions made by users based on the consolidated financial statements. Ultimately, materiality is a measure of the significance of items to financial statement users, taking both quantitative and qualitative considerations into account. Without this concept, auditors would need to verify every transaction, which would not generally be practical, useful or cost effective. We apply a materiality threshold as a basis for focusing our audit work and, ultimately, to determine what matters will be brought to your attention and what adjustments need to be made to the consolidated financial statements.

The greater the risk of material misstatement associated with an area of the consolidated financial statements, the greater the audit emphasis placed on it in terms of verification. Where the nature of a risk of material misstatement is such that it is close to the upper end of the spectrum of inherent risk, it is classified as a significant risk.

Due to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements may not be detected and this is particularly true in relation to fraud. The primary responsibility for the prevention and detection of fraud rests with you.

Status of our audit

We have completed our audit of the consolidated financial statements of the City and the results of that audit are included in this report.

Auditor's report modifications

Our auditor's report contained the following modifications:

- **Qualified opinion**

  We have issued a qualified audit opinion on the City's consolidated financial statements for the year ended December 31, 2025. The qualification arises from our determination that the City exercises control over the Prince Rupert Airport Authority and, accordingly, that this organization should be consolidated in the City's consolidated financial statements in accordance with Canadian public sector accounting standards (PSAS). As the Airport Authority has not been consolidated, this represents a departure from PSAS. The financial impact of this departure has not been determined, as we were unable to obtain sufficient appropriate audit evidence to quantify the effect. Accordingly, we were unable to determine the adjustments that would be necessary to financial assets, liabilities, non-financial assets, and accumulated surplus as at December 31, 2025 and January 1, 2025, or to revenues, expenses, and cash flows for the year then ended.

Audit results

Area of focus	Matter, response and findings
Significant risk: fraud via management override of internal control	Per the Canadian auditing standards, this is a presumed significant risk. The risk relates to management's ability to override the controls surrounding financial reporting in order to report improved financial results, manipulate particular financial statement areas, or perpetrate other financial fraud. Our audit procedures included testing journal entries, testing and analyzing significant accounting estimates for evidence of management bias, and reviewing significant transactions outside the normal course of business. Our audit procedures did not uncover any significant issues.
Significant risk: asset retirement obligation	We identified that there was a significant risk in relation to the estimate related to asset retirement obligations. We note that this risk was elevated due to the existence of the Watson Island landfill obligation, which was newly recorded in the current year. Our audit procedures included reviewing management's expert's expected outlays, including viewing further evidence to help support their inputs and gaining an understanding of the situation as it relates to the City's potential obligation. We have no findings as a result of the audit procedures performed. We do note management should consider to monitor this situation, as the expected outlay and timing of outlay may change in the near future, resulting in the need of a change in estimate.
Significant transactions	During the year, the City completed the following significant transactions: **Land exchange** During the year, the City completed a significant land exchange transaction with CN Rail, whereby parcels of land were transferred between the parties as part of a negotiated agreement. We obtained and reviewed the underlying agreements, supporting documentation, and relevant valuations to understand the nature and terms of the transaction. Audit procedures included assessing the recognition and measurement of the exchanged lands, including whether the assets and corresponding liabilities were appropriately recorded in accordance with PSAS, and evaluating the completeness and accuracy of the related entries. Based on the procedures performed, we concluded that the transaction was appropriately recorded and disclosed, and no material misstatements were identified.

Area of focus	Matter, response and findings
Accounting practices	As part of our audit, we considered the City's significant accounting practices, including accounting policies, accounting estimates, and financial statement disclosures. Except as noted below, the accounting practices applied are consistent with those applied in the prior year and appear to be appropriate based on the City's circumstances. **Consolidated entities** We identified that the Prince Rupert Airport Authority and the Prince Rupert Public Library are under the City's control based on the assessment criteria set out in Public Sector Accounting Standards. As such, these organizations should be consolidated in the City's financial statements. The omission of the Prince Rupert Public Library was assessed to be immaterial to the financial statements. However, the omission of the Prince Rupert Airport Authority was considered material, as the financial impact could not be determined, and accordingly resulted in a qualification of our audit opinion. **Employee future benefit obligations – Accounting estimate** Under PSAS, there are two separate types of obligations related to employee future benefits, accumulated and vested. Accumulated benefits are those that the employees' right to receive the benefit is no longer conditional on the employees remaining in the service of the government whereas accumulated is that the benefit is earned but unused and therefore can be used in future periods. Both types of obligations need to be accrued for unless the balance is clearly trivial. Determining the amount of the accrual is a matter of significant judgment and often times requires the assistance of an actuary to determine the appropriate amount to accrue. Key assumptions include discount rates, expected salary increases, probability of future severance utilization, expected future usage of sick days exceeding annual entitlements, etc. Based on the procedures we performed, we have determined a potential misstatement of approximately $430,000. We would encourage management to engage an actuary as they will be able to more accurately depict the real obligation to the City.

We are required to report to you all significant findings from our audit, including identified or suspected fraud, non-compliance with laws or regulations, unreasonable requests by management not to send confirmation requests, major adjustments to opening balances, related party matters, going concern issues and significant audit difficulties encountered. Our audit did not identify any significant findings other than those included in the table above.

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Uncorrected misstatements

Increase (Decrease)	Balance sheet		Income effect	
Description	**Assets**	**Liabilities**	**Net Assets**	**Annual Surplus**
Timing Difference: Impact of the 2024 Summary of unadjusted differences on the 2025 financial statements	$ -	$ -	$ (563,523)	$ 563,523
Timing Difference: Grant revenue related to prior-year expenditures was recognized in 2025, resulting in an overstatement of 2025 revenue and understatement of opening accumulated surplus.	-	-	1,174,786	(1,174,786)
Tax sale properties pending disposal are considered to be overstated, as the carrying amounts exceed the assessed values of the underlying properties.	(349,069)	-	-	(349,069)
Prepaid land sale expenses have been recorded as assets, however their recoverability is uncertain and future economic benefits may not be realized.	(101,111)	-	-	(101,111)
Reclassification: Utilities receivables are inappropriately netted against unrelated customer prepayments. As there is no right of offset, both receivables and deferred revenue are understated.	471,612	471,612	-	-
To adjust for severance liability based on projected differences.	-	430,000	-	(430,000)
The Public Library has not been consolidated in the City's financial statements despite meeting the criteria for consolidation, resulting in a misstatement of the City's financial position and results of operations.	720	(507,882)	512,602	(4,000)
Total uncorrected misstatements	$ 22,152	$ 393,730	$ 1,123,865	$ (1,495,443)
Percentage of financial statement amounts	0.00%	0.25%	0.37%	2.48%

Our audit identified the unadjusted non-trivial misstatements noted in the table above, which have not been adjusted because you consider them to be immaterial, both individually and in aggregate.

Corrected misstatements

Increase (Decrease)	Balance sheet		Income effect	
Description	**Assets**	**Liabilities**	**Net Assets**	**Annual Surplus**
An invoice for services rendered in 2025 was not recorded at year-end	$ 580,390	$ 580,390	$ -	$ -

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Other matters

As part of our audit procedures, we are required to review management's annual report and consider information other than the consolidated financial statements that management has included. Should we note any information that is inconsistent with the consolidated financial statements that requires revision, we will communicate this to management in a timely manner before the annual report is distributed.

Internal control

We obtain an understanding of internal control over financial reporting to the extent necessary to plan the audit and to determine the nature, timing and extent of our work. If we become aware of a deficiency in your internal control over financial reporting, the auditing standards require us to communicate to Management and Council those deficiencies we consider significant. However, a financial statement audit is not designed to provide assurance on internal control.

Our audit did not identify any significant deficiencies in internal control.

Cybersecurity

Cybersecurity is the practice of protecting computers, data and other electronic systems from malicious attacks. As organizations become increasingly dependent on digital technology, the opportunities for cyber-criminals continue to grow. The explosion of data generated by digital technology, combined with a new degree of connectedness among organizations, means there is ripe opportunity for the technologically savvy and criminally minded to take advantage.

A breach in cybersecurity could create a reputational risk to you, as well as resulting in financial liabilities. As part of our risk assessment and planning procedures, we inquire of management regarding whether any cybersecurity breaches have been detected and, if we become aware of a breach or specific cybersecurity risk, we consider the impact to the audit; however, a financial statement audit is not designed to provide assurance on cybersecurity and should not be relied upon to identify cybersecurity risks or breaches.

Independence and other ethical requirements

We are required to comply with the independence and other ethical requirements of the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting and related to assurance engagements, issued by various professional accounting bodies, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour. We have rigorous processes in place to continually monitor and maintain compliance with these requirements.

We have identified no information regarding our independence that in our judgment should be brought to your attention.

Technical updates

We have discussed all significant changes in Public Sector Accounting Standards (“PSAS”) with management to determine applicability and impact on the City’s financial statements. We would like to bring special attention to PS 1202 *Financial Statement Presentation* as this will greatly impact the layout of the consolidated financial statements going forward. While this standard is not required to be adopted until the City’s 2027 year-end, it is important to consider it in 2026 as it requires full retrospective application.

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THE CITY OF PRINCE RUPERT

REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 27, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: MAY 2026 FINANCIAL VARIANCE REPORT

RECOMMENDATION:

THAT Council receive this report for information purposes.

REASON FOR REPORT:

This report apprises Council of the City's current financial experience versus approved budget for the five months ending May 2026.

GENERAL OPERATING BUDGET

Operating revenues and expenses are broadly in line with expectations at this time of year with no significant variances to report. Compared to the prior year the only items of significance are in fiscal revenues where the receipt of Northwest Regional Funding in the prior year makes up the large variance and this year's roads department expenses reflecting the extraordinary winter conditions experienced at the beginning of this fiscal year.

UTILITIES BUDGET

Utilities revenues and expenses are in line with budget. Interest revenue has decreased in the Water fund due to declining balances as the grant funds are used to fund the BIG project, leading to a lower total this year to date. Sewer revenue is down due to a large one-time connection fee recognized last year.

CAPITAL & SPECIAL PROJECTS

The capital and special projects programs are now underway, although this report only reflects figures through the end of May, so balances are still quite low. The capital works in the water and sewer utilities reflects the continuation of the BIG project. These costs represent the significant infrastructure renewal the City is undertaking and will continue to climb over the course of the year.

LINK TO STRATEGIC PLAN

Supports the City's overall strategic goals.

Report Prepared By:	**Report Reviewed By:**
Corinne Bomben Chief Financial Officer	Richard Pucci Chief Administrative Officer

Original signature available upon request

Attachments:

- General Fund Departmental Variance Report;
- Utilities Variance Report;
- Capital Purchases, Special Projects, and Capital Works Report

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CITY OF PRINCE RUPERT- GENERAL FUND Departmental Variance for Period Ending May 2026	YTD 2025 Actual ($)	YTD 2026 Actual ($)	2026 Budget ($)	Budgeted Amount Left ($)	% Left
REVENUES					
Airport Ferry	468,820	483,285	1,190,000	(706,715)	(59.39)
Bylaw Enforcement	48,849	45,651	134,000	(88,349)	(65.93)
Cemetery	35,463	19,992	149,000	(129,008)	(86.58)
Civic Properties	125,640	147,643	299,000	(151,357)	(50.62)
Corporate Administration	15,500	-	49,000	(49,000)	(100.00)
Cow Bay Marina	171,365	207,202	455,000	(247,798)	(54.46)
Development Services	332,034	273,490	339,000	(65,510)	(19.32)
Economic Development	188	-	70,000	(70,000)	(100.00)
Fire 911 Services	35,050	16,136	69,000	(52,864)	(76.61)
Fire Protective Services	11,327	390	5,000	(4,610)	(92.20)
FD Emergency Measures	4,378	(2,017)	14,000	(16,017)	(114.41)
Finance	5,297	10,847	15,000	(4,153)	(27.69)
Fiscal Revenue	26,883,498	2,192,469	9,207,000	(7,014,531)	(76.19)
Engineering Services	2,095	7,969	5,000	2,969	59.38
PW Common Cost	18,381	17,061	70,000	(52,939)	(75.63)
RCMP	37,043	31,757	147,000	(115,243)	(78.40)
Rec - Arena	145,852	144,943	299,000	(154,057)	(51.52)
Rec - Civic Centre	193,612	201,562	460,000	(258,438)	(56.18)
Rec - Community Services	-	-	3,000	(3,000)	(100.00)
Rec - Pool	230,166	246,032	557,000	(310,968)	(55.83)
Transit	114,750	107,368	288,000	(180,632)	(62.72)
Victim Services	21,386	42,773	96,000	(53,227)	(55.45)
Watson Island	207,464	14,963	725,000	(710,037)	(97.94)
Subtotal	29,108,157	4,209,517	14,645,000	(10,435,483)	(71.26)
Property Taxes	29,984,683	34,006,916	34,018,000	(11,084)	(0.03)
Appropriated Surplus- Operations	-	-	200,000	(200,000)	(100.00)
Total Operating Revenues	59,092,840	38,216,433	48,863,000	(10,646,567)	(21.79)
Capital Works- Funding from Appropriated Surplus	-	135,783	625,000	(489,217)	(78.27)
Capital Works- Funding from Reserves	-	191,719	2,820,000	(2,628,281)	(93.20)
Capital Purchases-Funding from PR Legacy	22,545	20,884	1,255,000	(1,234,117)	(98.34)
Capital Purchases- Funding from Grant	291,616	431,079	5,829,000	(5,397,921)	(92.60)
Capital Purchases- Funding from Appropriated Surplus	19,196	374,900	1,916,000	(1,541,100)	(80.43)
Capital Purchases- Funding from Reserves	1,649,801	2,969,039	3,321,000	(351,961)	(10.60)
Capital Purchases- Funding from Community Works Fund	13,044	-	-	-	-
Capital Purchases-Funding from borrowing	48,615	-	-	-	-
Special Projects- Funding from PR Legacy	53,268	55,806	100,000	(44,194)	(44.19)
Special Projects- Funding from Grant	82,080	1,350	336,000	(334,651)	(99.60)
Special Projects- Funding from Appropriated Surplus	25,280	3,144	167,000	(163,856)	(98.12)
Special Projects- Funding from Reserves	-	25,276	166,000	(140,724)	(84.77)
Total Capital Revenues	2,205,446	4,208,978	16,535,000	(12,185,298)	(73.69)
Total General Operating Fund Revenues	61,298,286	42,425,411	65,398,000	(22,831,865)	(34.91)

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CITY OF PRINCE RUPERT- GENERAL FUND Departmental Variance for Period Ending May 2026	YTD 2025 Actual ($)	YTD 2026 Actual ($)	2026 Budget ($)	Budgeted Amount Left ($)	% Left
EXPENDITURES					
Airport Ferry	1,061,960	1,022,242	2,608,000	1,585,758	60.80
Bylaw Enforcement	153,743	220,874	583,000	362,126	62.11
Cemetery	115,259	77,372	329,000	251,628	76.48
Civic Properties	368,283	375,247	881,000	505,753	57.41
Corporate Administration	579,254	561,631	1,219,000	657,369	53.93
Cow Bay Marina	196,819	158,388	458,000	299,612	65.42
Development Services	414,809	452,313	1,132,000	679,687	60.04
Economic Development	87,387	129,687	235,000	105,313	44.81
FD 911 Services	273,002	269,850	709,000	439,150	61.94
FD Fire Rescue Services	2,529,489	2,633,476	6,404,000	3,770,524	58.88
FD Emergency Measures	37,567	16,105	47,000	30,895	65.73
Finance	616,717	652,112	1,467,000	814,888	55.55
Finance Cost Allocation	(519,000)	(519,000)	(519,000)	-	-
Fiscal Expenses	3,504,566	1,365,005	3,736,000	2,370,995	63.46
Governance	160,627	155,405	362,000	206,595	57.07
Grants in Aid to Community Partners	1,655,570	1,766,574	2,015,000	248,426	12.33
Human Resources	157,674	220,799	488,000	267,201	54.75
Information Technology	434,029	388,564	840,000	451,436	53.74
Parks	466,795	320,161	1,325,000	1,004,839	75.84
PW Engineering	312,846	286,311	778,000	491,689	63.20
PW Common Cost	2,468,815	2,189,390	5,435,000	3,245,610	59.72
Allocation of PW Common Cost	(1,907,991)	(1,800,615)	(5,497,000)	(3,696,385)	67.24
PW Vehicles	586,482	673,694	1,929,000	1,255,306	65.08
Allocation of PW Vehicles	(614,286)	(736,972)	(1,928,000)	(1,191,028)	61.78
RCMP	3,337,080	3,392,682	8,243,000	4,850,318	58.84
Rec. Centre- Arena	243,368	269,804	619,000	349,196	56.41
Rec. Centre- Civic Centre	1,070,846	1,043,253	2,397,000	1,353,747	56.48
Rec. Centre- Community Services	38	782	4,000	3,218	80.44
Rec. Centre- Pool	580,952	611,058	1,504,000	892,942	59.37
Roads	620,540	1,561,103	3,216,000	1,654,897	51.46
Transit	447,874	390,597	1,152,000	761,403	66.09
Victim Services	69,711	68,547	204,000	135,453	66.40
Watson Island	523,020	505,009	725,000	219,991	30.34
Transfer to Reserves (Interest, RCMP Loan)	22,211,489	1,081,172	3,791,000	2,709,828	71.48
Total Operating Expenses	42,245,334	19,802,621	46,891,000	27,088,379	57.77
Provision for Special Projects	170,918	93,466	794,000	700,534	88.23
Provision for Capital Purchases	2,091,259	4,041,084	12,758,000	8,716,916	68.33
Provision for Capital Works	-	1,433,638	4,955,000	3,521,362	71.07
Total Capital Expenses	2,262,177	5,568,189	18,507,000	12,938,811	69.91
Total Operating Fund Expenditures	44,507,511	25,370,810	65,398,000	40,027,190	61.21

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CITY OF PRINCE RUEPRT- UTILITY OPERATING FUND Departmental Variance for Period Ending May 2026	**YTD 2025 Actual ($)**	**YTD 2026 Actual ($)**	**2026 Budget ($)**	**Budgeted Amount Left ($)**	**% Left**
Water					
Operating Revenue	4,162,713	4,045,831	3,886,000	159,831	4.11
Debenture Payments- Funding from PR Legacy	206,926	7,388	1,037,000	(1,029,612)	(99.29)
Capital Works- Funding from Grants	7,247,843	6,207,721	62,060,000	(55,852,279)	(90.00)
Capital Works- Funding from Legacy	99,927	1,524	469,000	(467,476)	(99.67)
Capital Works- Funding from MFA Loan	-	-	600,000	(600,000)	(100.00)
Capital Purchases/Works- Funding from Reserves	291,861	-	6,099,000	(6,099,000)	(100.00)
Capital Purchases/Works- Funding from Appr. Surplus	8,612	645,714	3,461,000	(2,815,286)	(81.34)
Capital Purchases	(186,290)	-	-	-	-
Capital Works	(7,734,361)	(6,879,268)	(73,689,000)	66,809,732	(90.66)
Revenue for operations	4,097,231	4,028,910	3,923,000	975,692	24.87
Operating Expenditure	1,434,505	1,357,141	3,923,000	2,565,859	65.41
Surplus /(Deficit)	2,662,726	2,671,769	-	3,541,551	-
Sanitary and Storm Sewer					
Operating Revenue	3,301,961	3,243,677	3,864,000	(620,323)	(16.05)
Capital Works- Funding from Grants	216,644	3,471,591	20,135,000	(16,663,409)	(82.76)
Capital Works- Funding from Appr. Surplus	151,769	94,807	3,081,000	(2,986,193)	(96.92)
Capital Works- Funding from MFA Loan	-	-	11,644,000	(11,644,000)	(100.00)
Capital Works- Funding from Reserves	1,056	234,898	14,381,000	(14,146,102)	(98.37)
Capital Works	(894,632)	(4,354,249)	(51,491,000)	47,136,751	(91.54)
Revenue for operations	2,776,797	2,690,724	1,614,000	1,076,724	66.71
Operating Expenditure	361,712	608,973	1,614,000	1,005,027	62.27
Surplus /(Deficit)	2,415,084	2,081,750	-	2,081,750	-
Solid Waste					
Operating Revenue	3,761,069	4,216,054	5,701,000	(1,484,946)	(26.05)
Capital Works- Funding from Appr. Surplus	-	-	1,120,000	(1,120,000)	(100.00)
Capital Works- Funding from Accruals	523,240	-	-	-	-
Capital Works- Funding from Reserves	-	-	2,050,000	(2,050,000)	(100.00)
Capital Works- Funding from Community Works Fund	94,393	973,365	2,357,000	(1,383,635)	(58.70)
Capital Works- Funding from Grants	-	-	1,000,000	(1,000,000)	(100.00)
Capital Works	(617,632)	(973,365)	(6,527,000)	5,553,635	(85.09)
Revenue for operations	3,761,069	4,216,054	5,701,000	(1,484,946)	(26.05)
Appropriated Surplus for Rate Stabilization	-	-	187,000	(187,000)	(100.00)
Operating Expenditure	2,022,679	1,898,057	5,888,000	3,989,943	67.76
Surplus /(Deficit)	1,738,390	2,317,997	-	2,317,997	-

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CITY OF PRINCE RUPERT- CAPITAL PURCHASES Departmental Variance for Period Ending May 2026	**Budget** $	**Actual** $	**Variance** $
Special Projects	794,000	93,466	700,534
Fire Department & 911	964,000	306,023	657,977
Civic Properties	3,648,000	2,968,188	679,812
Recreation	435,000	57,044	377,956
Land Acquisition	50,000	9,779	40,221
Watson Island	335,000	20,884	314,116
Public Works	2,235,000	577,246	1,657,754
Ferry	100,000	-	100,000
Waterfront Landing	4,303,000	79,733	4,223,267
Parks	688,000	22,187	665,813
Total	**13,552,000**	**4,134,550**	**9,417,450**

CITY OF PRINCE RUPERT- CAPITAL WORKS Departmental Variance for Period Ending May 2026	**Budget** $	**Actual** $	**Variance** $
General Operating	4,955,000	1,433,638	3,521,362
Water Utility	73,689,000	6,879,268	66,809,732
Sewer Utility	51,491,000	4,354,249	47,136,751
Solid Waste Utility	6,527,000	973,365	5,553,635
Total	**136,662,000**	**13,640,519**	**123,021,481**

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REPORT

July 1, 2026

TO: **City Administrative Officer, Richard Pucci**

FROM: **Fire Chief, Jeff Beckwith**

SUBJECT: **Monthly Fire / Rescue Report – June 2026**

During the month of June 2026, the Prince Rupert Fire Rescue Department responded to 122 emergency incidents. Of these incidents, 3 properties sustained damage due to fire this month. The Fire Department attended 23 fire-related incidents, 1 MVI, 88 medical responses, 1 rescue, 1 spill response and other public service requests.

Location	Property Value	Property Loss
250 Parker Dr.	**$1 276 000**	**$30 000**
1609 2nd Ave West	**$480 000**	**$1 500**
1219 Water St	**$431 100**	**$1 000**
Totals:	**$ 2 187 100**	**$32 500**

INCIDENT COMPARISON

June	2026	122 Incidents
June	2025	89 Incidents
June	2024	67 Incidents
June	2023	89 Incidents
June	2022	114 Incidents
June	2021	137 Incidents

FIRE SERVICE ACT INSPECTIONS

During the month of June 2026 Fire Rescue Department personnel conducted Fire Safety Act inspections within 19 public buildings in Prince Rupert

INSPECTION COMPARISON

June	2026	19 Public Building Inspections
June	2025	50 Public Building Inspections
June	2024	2 Public Building Inspections
June	2024	2 Public Building Inspections
June	2023	16 Public Building Inspections

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June 2022 0 Public Building Inspections

DEPARTMENT ACTIVITIES AND PROGRAMS

Fire Prevention and Public Education:

For the month of June the Prince Rupert Fire Department gave hall tours, as well as changed batteries out and replaced detectors for the Sr. Smoke Detector Program. Prince Rupert Fire Rescue also volunteered at the annual Seafest beer gardens.

Training & Upgrading:

During the month of June 17 in-house training sessions were conducted, involving driver training, EMR training, hose deployment, mask-up drills, nozzle work, Ladder training, and O.G review.

Daily Apparatus & Equipment Maintenance:

Daily inspections and maintenance was conducted on all equipment and apparatus and they remain in working condition.

911 DISPATCH SUMMARY

The following is a summary of emergency calls received and handled by the 911 Operators/Dispatchers.

PR ADMIN	248
PR FIRE	14
PR AMB	210
PR EHS	109
PR RCMP	212
PR ALARM	27

PED ADMIN	1
PED FIRE	3
PED AMB	9
PED EHS	4
PED RCMP	3
PED ALARM	3

OTH FIRE	1
OTH AMB	0
OTH EHS	0
OTH RCMP	8

CITY	68
H/U	81
WRONG #	33
R.C.C.	0
CITYWEST	4
311	0

Total: 1051

Respectfully Submitted

Jeff Beckwith, Fire Chief

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RCMP·GRC

ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

MONTHLY
Mayor's / Chief's / Council
POLICING REPORT
June, 2026
Prince Rupert Detachment
"E" Division
British Columbia

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Calls for Service: 8340

Annual Performance Plan (A.P.P.'S) Community Priorities

(1) Reconciliation within Indigenous Communities

(2) Traffic Initiatives
a) Impaired driving enforcement

(3) Crime Reduction
a) Crime Reduction zone enforcement

Reconciliation

Reconciliation Activities:

Traffic initiatives

Impaired Driving Enforcement:

Crime Reduction

Crime Reduction Zone Enforcement:

Other Police Services

Criminal Record Checks

Criminal record / Vulnerable Sector checks: 38
MCFD Sec 96: 8

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Prince Rupert City

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	50	250	70	739
Sexual Offences	11	40	7	86
Child Pornography / Child exploitation	2	12	2	24
Assist Coroner	3	20	1	37
Break and Enters (Residence & Business)	8	27	4	80
Theft of Motor Vehicle	2	18	2	21
Theft Under $ 5000.00	21	134	18	221
Theft Over $ 5000.00	1	9	1	13
Frauds	17	60	3	77
Drugs (Possession)	4	11	1	15
Drugs (Trafficking)	3	20	4	27
Causing a Disturbance	52	272	21	275
Liquor Act	146	659	116	1191
Mischief - damage to property	17	98	15	149
Mischief - obstruct enjoyment	55	317	23	352
Impaired Driving	16	56	4	113
IRP / 24 hr suspension	6	29	3	55
Motor Vehicle Collisions	9	126	11	231
Utter threats	17	89	5	155
Bylaw	29	120	22	259
Mental Health	41	206	27	377
Total Calls for service	855	4180	617	7674

NORTH COAST
REGIONAL DISTRICT

Board Highlights

June 2026

Delegations:
Ron Poole, on behalf of the Government of Alberta, presented the Government of Alberta's proposal for a West Coast Oil Pipeline submission to the Canada Major Projects Office and requested early feedback from the Board prior to the submission of an application to the Major Projects Office. The Board then provided feedback on the early engagement, proposal concepts, environmental concerns, infrastructure deficiencies, and continued engagement.

Jarred Anderson, Local Government Relations Lead with Telus Communications introduced Loralee Huson, the new Telus Communications Area Manager for Haida Gwaii. The delegation then provided an update on the realignment of the project timeline for the Haida Gwaii Fiber rollout from 2026, to 2028.

Board Business:

1. The Board resolved to allocate $49,800 of Resource Benefits Alliance Funding to the Sandspit Placemaking Planning Project.

2. The Board resolved to adopt the 2025 Statement of Financial Information.

3. The Board resolved to allocate up to $240,000 from Electoral Area D Parks and Trails reserve funds toward paving the Tlell soccer field parking lot.

4. The Board resolved to submit 2026 UBCM Minister meeting requests to meet with Provincial Ministers and Ministries to discuss local concerns, and advocate on regional priorities.

5. The Board proceeded with 3 readings and submission to the Inspector of Municipalities of the proposed Oona River Community Hall & Grounds Service Establishing Bylaw No. 718, 2026.

6. The Board proceeded with third reading and submission to the Ministry of Transportation and Transit the Hekate's Retreat Zoning Amendment and OCP Amending Bylaws No. 715, 2026, and No. 716, 2026.

For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at www.ncrdbc.com.

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Regional District of Central Okanagan

Office of the Chair
1450 K.L.O. Road
Kelowna, B.C. V1W 3Z4

Telephone: (250) 469-6220
Chair@rdco.com
rdco.com

June 25, 2026

The Honourable David Eby, Premier
The Honourable Adrian Dix, Minister of Energy and Climate Solutions
The Honourable Kelly Greene, Minister of Emergency Management and Climate Readiness
The Honourable Christine Boyle, Minister of Housing and Municipal Affairs
The Honourable Brenda Bailey, Minister of Finance

Dear Premier Eby and Ministers:

Re: BC Local Government Climate Action Program (LGCAP) – Funding Continuation

On behalf of the Regional District of Central Okanagan, I am writing to request the Province's continued commitment to the Local Government Climate Action Program (LGCAP).

For more than 15 years, LGCAP has provided stable funding that enables local governments to deliver climate mitigation and adaptation initiatives, support staff capacity, and leverage additional grant funding.

Local governments are on the front lines of responding to climate impacts and play a key role in achieving provincial climate objectives. The loss of this predictable funding source would create financial and operational challenges and limit the ability to advance climate initiatives aligned with provincial priorities.

The Regional Board respectfully requests that the Province confirm its commitment to ongoing, stable LGCAP funding. Continued partnership with local governments is essential to achieving shared climate goals and supporting resilient communities.

Yours sincerely,

Loyal Wooldridge
Chair

cc: Local MLAs
Southern Interior Local Government Association
BC regional districts and municipalities

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Town of Lake Cowichan

Municipal office: PO Box 860, 39 South Shore Road, Lake Cowichan B.C. V0R 2G0
Phone: 250-749-6681 Fax: 250-749-0281 www.lakecowichan.bc.ca

July 7th, 2026

To: Association of Vancouver Island Coastal Communities Members
Union of BC Municipalities Members
Federation of Canadian Municipalities Members

Council for the Town of Lake Cowichan passed the following motion and wished to seek your support on this worthwhile initiative.

That the Town of Lake Cowichan supports the *Elect Respect* pledge and commits to:

- Treat others with respect in all spaces—public, private, and online,
- Reject and call out harassment, abuse, and personal attacks,
- Focus debate on ideas and policies, not personal attacks,
- Help build a supportive culture where people of all backgrounds feel safe to run for and hold office,
- Call on relevant authorities to ensure the protection of elected officials who face abuse or threats, and
- Model integrity and respect by holding one another to the highest standards of conduct.

THAT the Town of Lake Cowichan, calls on elected officials, organizations, and community members to support the *Elect Respect* campaign and sign the online pledge at https://electrespect.ca/; and

THAT a copy of this resolution be sent to the Association of Vancouver Island and Coastal Communities, Union of BC Municipalities, and the Federation of Canadian Municipalities.

Yours truly,

Tim McGonigle
Mayor
Town of Lake Cowichan

THE CORPORATION OF THE DISTRICT OF OAK BAY
MUNICIPAL HALL – 2167 OAK BAY AVENUE – VICTORIA, BC V8R 1G2
PHONE 250-598-3311 FAX 250-598-9108 WEBSITE www.oakbay.ca

OFFICE OF THE MAYOR

Via email: ECS.Minister@gov.bc.ca

June 30, 2026

Honourable Adrian Dix, MLA
Ministry of Energy and Climate Solutions
PO Box 9060 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Dix:

Re: Local Government Climate Action Program (LGCAP) Funding

At the Oak Bay Council Meeting held June 8, 2026, Council resolved:

> *That Council direct the Mayor to send a letter to the Province and local MLAs outlining the need for continued Local Government Climate Action Program funding and share this letter with the Capital Regional District Board of Directors and other BC municipal elected officials.*

For more than a decade, the Province has supported local climate initiatives through grant funding to communities across British Columbia. The Local Government Climate Action Program (LGCAP), the current form of this support, provides local governments and Modern Treaty Nations with funding, guidance, and direct support to implement effective climate actions across B.C.

This funding supports timely local climate action that reduces greenhouse gas (GHG) emissions, prepares communities for the impacts of a changing climate and creates new opportunities for people in the clean economy.

Eligible expenditures can include, but are not limited to:

- Investments to improve energy efficiency and investing in climate infrastructure
- Matching funds to leverage funding from the federal government or other parties
- Staffing and contracts
- Risk assessments, communications and engagement

These funds have been a critical and reliable funding source of support that the District and most other local governments have relied on to implement climate solutions, support staff expertise, deliver programs, and leverage additional grant funding from other organizations.

In February 2026, the Provincial Government released the 2026/27–2028/29 Service Plan for the Ministry of Energy and Climate Solutions. The plan does not include funding for the continuation of the Local Government Climate Action Program (LGCAP); however, to date, no final decision or direction has been communicated publicly by the Province.

Oak Bay Council would like to advocate for the continued funding of LGCAP and its inclusion in the 2026/27- 2028/29 Service Plan as the loss of Provincial LGCAP funding would be detrimental to the District's ability (and the ability of all local governments) to continue developing and implementing our climate action program.

Thank you for your time and consideration and we look forward to your response.

Sincerely,

Kevin Murdoch, Mayor
District of Oak Bay

c. *Hon. Diana Gibson, MLA Oak Bay-Gordon Head*
Hon. Grace Lore, MLA Victoria-Beacon Hill
Hon. Lana Popham, MLA Saanich South
Hon. Nina Krieger, MLA Victoria-Swan Lake
Hon. Ravi Parmar, MLA Langford-Highlands
Darlene Rotchford, MLA Esquimalt-Colwood
Rob Botterell, MLA Saanich North and the Islands
Capital Regional Board of Directors
BC Municipalities – Elected Officials

THE CITY OF PRINCE RUPERT

REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 27, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Rosamaria (Rosa) Miller, Deputy Chief Administrative Officer
SUBJECT: **LIQUOR LICENSE AMENDMENT**

RECOMMENDATION:

THAT Council direct Staff to provide a Letter of Support to the BC Liquor and Cannabis Licensing Branch with respect to the application by the Crest Convention Centre for a new Liquor Primary License at 240 1st Avenue West with hours of operation from 7:00 am to 2:00 am Sunday through Saturday.

REASON FOR REPORT:

The Crest Convention Centre is applying for a liquor license amendment to allow for patron participation entertainment within its food-primary licensed areas, including the convention room, foyer, and patio, located on the lower level of the Chances Prince Rupert casino building. Entertainment in these areas would include, but is not limited to, dancing and singing, stand-up comedy, open mic and trivia nights.

A notice was posted to the City's website, and Social Media and was also placed in The Northern View. To date, no comments in the positive or negative were received with respect to this application.

Council's decision will be forwarded to the Liquor and Cannabis Licensing Branch for their consideration as well and while not solely required, the recommendation from Council will impact, positively or negatively, the approval of said license.

Report Prepared By:	**Report Reviewed By:**
Rosamaria (Rosa) Miller, Deputy Chief Administrative Officer Original signature available upon request	Richard Pucci, Chief Administrative Officer

Attach. Advertisement

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Notice of Liquor License Amendment

The City of Prince Rupert has received a referral from the Liquor and Cannabis Licensing Branch regarding an application by the Crest Convention Centre for a new Liquor Primary License at 240 1st Avenue West. The service area includes a foyer with a capacity of 100 patrons, a convention space with a capacity of 537 patrons, and a patio with a capacity of 100 patrons, for a total occupant load of 737 patrons. The patio is accessible from inside the convention space. The hours of operation are 7:00am — 2:00am Sunday through Saturday. Proposed activities include banquets, meetings, and similar events. The primary focus will be on food service at all times. Entertainment may include dancing, singing, stand-up comedy, open mic events, trivia nights, and similar activities.

The City of Prince Rupert is seeking public input regarding the proposed license, including any potential impacts on the surrounding area. Comments may be made, in writing, to the Deputy Chief Administrative Officer (Corporate Officer) by email at rosamaria.miller@princerupert.ca, or by mail (or drop-off) to City Hall at 424 Third Avenue, Prince Rupert, BC, on or before 4:00pm, Monday, July 27, 2026. Council may consider this application at their Regular Council Meeting on July 27, 2026.

For more information please contact City Hall during regular hours of business, Monday — Friday, 9:30am — 4:30pm, or by calling Administration at 250-627-1781.

THE CITY OF PRINCE RUPERT

REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 27th, 2026
TO: Richard Pucci, Chief Administrative Officer
SUBJECT: **LIQUID WASTE MANAGEMENT PROGRAM REVIEW**

RECOMMENDATION:

THAT the Council direct Staff to undertake a comprehensive review of the City's Liquid Waste Management Program and return to Council by the end of 2026 with recommendations for the Program in 2027.

PURPOSE:

The purpose of this report is to seek Council's direction to undertake a comprehensive review of the City's liquid waste management program. Since the introduction of the current regulatory framework, the operational environment, regulatory requirements, and associated risks have changed considerably. Staff believe that a complete review is appropriate to ensure the City's liquid waste facility continues to either operate safely, responsibly, and on a financially sustainable basis while protecting the environment and minimizing liability to the City or cease the program entirely.

BACKGROUND:

Over the past several years, the operation of the City's liquid waste facility has become increasingly complex. Provincial environmental regulations have become more stringent, testing requirements have increased significantly, and the City's landfill and liquid waste operations continue to face growing operational demands. Previous reviews concluded that the City's existing bylaw did not fully contemplate a dedicated liquid waste facility or establish sufficient controls and cost-recovery mechanisms to manage the service as a modern user-pay utility.

Council will recall that in 2024, the liquid waste facility experienced a preventable contamination event that resulted in the temporary closure of the site, significant revenue losses, and an investigation by the Ministry of Environment. Following that incident, Staff worked closely with environmental consultants and provincial regulators to develop new operating procedures to reduce the likelihood of future incidents. These changes included improved documentation requirements, enhanced identification of waste generators, and restrictions on combined loads to ensure accountability for the source of every load entering the facility. However, unfortunately, some of these controls were not satisfactory to the Council and did not make it into the current Bylaw.

Staff believe the time has come to undertake a broader review of the entire liquid waste program to establish a long-term regulatory and financial framework.

ANALYSIS:

The proposed review will examine every aspect of the City's liquid waste management program with the objective of developing a modern, sustainable, and enforceable bylaw.

A significant component of the review will be an assessment of the current fee structure. The existing rates have evolved over time in response to operational pressures and regulatory requirements; however, Staff believe it is appropriate to conduct a full financial analysis to determine whether the current rates accurately recover the costs of operating the facility. This review will examine operating expenses, environmental monitoring, laboratory testing, asset replacement requirements, administration, and regulatory compliance, while ensuring that the utility remains grounded in the principle that those using the service should bear an appropriate share of its costs.

In addition to the financial review, Staff will evaluate opportunities to strengthen operational controls governing the acceptance of liquid waste. While important improvements have already been implemented, additional measures may further reduce environmental risk and improve accountability. Areas for review include enhanced documentation requirements, improved chain-of-custody procedures, stronger verification of waste generators, expanded inspection protocols, mandatory declarations, and additional enforcement provisions for non-compliance. Revisiting the load manifest process, which requires haulers to identify the generator and waste type and to certify that loads originate from a single source, would likely be recommended as an improvement.

Staff also intend to review the City's testing requirements. Advances in industry practice and increasing regulatory expectations warrant consideration of more risk-based testing protocols, expanded sampling requirements, and enhanced certification requirements for higher-risk waste streams. Current application procedures already require professional certification for certain waste types and prohibit numerous contaminated materials from entering the facility. The review will determine whether additional safeguards should be incorporated into the Bylaw to further protect the City's treatment infrastructure and receiving environment.

The staff review will include an evaluation of facility intake limits. It is prudent to determine whether annual, monthly, weekly, or daily acceptance limits should be established.

Finally, Staff will review whether the current operating model exposes the City to an unacceptable level of financial, regulatory, or operational risk. The review will consider whether the program should continue, be restructured, or be discontinued, and will assess the associated implications for local industry, service users, and municipal taxpayers.

BUDGET/STRATEGIC PRIORITIES:

The review will be completed using some existing staff resources, with specialized technical support being retained where necessary. Any recommended changes to fees or capital investment requirements will be presented to Council as part of the proposed 2027 Liquid Waste Management Bylaw, together with a detailed financial analysis and implementation strategy.

CONCLUSION:

The City's liquid waste management program has evolved significantly over the past several years in response to changing environmental regulations, increased operational complexity, and lessons learned from previous incidents. While Staff have implemented numerous improvements to strengthen day-to-day operations, a comprehensive review is now necessary to ensure the City should still offer this service.

Report Prepared By:

Richard Pucci, Chief Administrative Officer

Original signature available upon request

THE CITY OF PRINCE RUPERT

REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 27, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Myfannwy Pope, Director Planning and Development Services
SUBJECT: **OLIVER LAKE WETLAND PROTECTION COVENANT AND OPERATIONS AGREEMENTS**

RECOMMENDATION:

THAT Council:

1. **Receive the report titled Oliver Lake Wetland Protection Covenant and Operations Agreements.**
2. **Authorize and direct staff to work with Trigon Pacific Terminals LP and legal counsel to prepare and register a covenant over City-owned lands legally titled BLOCK E OF DISTRICT LOT 251 RANGE 5 COAST DISTRICT adjacent to Oliver Lake for the purpose of wetland protection, environmental stewardship, trail development, and compatible recreational and interpretive use.**
3. **Authorize and direct staff to negotiate and execute a maintenance, stewardship, operating, or similar agreement with Trigon Pacific Terminals LP establishing responsibilities for construction, operation, monitoring, maintenance, and long-term stewardship of trails, signage, and associated public amenities.**

REASON FOR REPORT:

The purpose of this report is to seek Council's support in principle for the protection and enhancement of wetlands at Oliver Lake through registration of a covenant on City-owned lands and to authorize staff to enter into the necessary agreements with Trigon Pacific Terminals LP to facilitate construction, operation, and maintenance of public recreational amenities associated with the project.

BACKGROUND:

In December 2024, Trigon Pacific Terminals LP presented to Council regarding its proposed Wetland Function Compensation Plan associated with terminal expansion activities and regulatory requirements. As part of that process, Trigon identified Oliver Lake as a suitable location for wetland enhancement and long-term environmental protection measures.

Trigon has subsequently advanced discussions with provincial regulators and advised the City that its application for a provincial industrial lease is progressing well and may receive approval as early as September 2026. Trigon has also initiated public notification requirements associated with the provincial approval process and the proposed wetland protection project.

To maintain project timelines and align municipal approvals with anticipated provincial approvals, Trigon has requested that the City consider:

- Registration of a covenant protecting wetlands on City-owned land legally described as BLOCK E OF DISTRICT LOT 251 RANGE 5 COAST DISTRICT adjacent to Oliver Lake;
- Permission for trail construction and compatible recreational use within the covenant area;
- Confirmation that the City would **not** be responsible for development, construction, monitoring, or maintenance costs associated with the project; and
- Establishment of agreements necessary to facilitate construction access, maintenance access, and long-term stewardship arrangements.

Trigon has indicated that approval of these matters by September 2026 would support progression to detailed design and procurement in anticipation of a 2027 construction program.

DISCUSSION:

Wetland Protection and Public Benefit

The proposed covenant would provide long-term protection of wetland functions within the Oliver Lake area while permitting compatible public recreational uses, including trails, signage, environmental interpretation, and associated amenities.
The proposal offers several public benefits:

- Long-term environmental protection of sensitive wetland areas;
- Improved public access to natural areas;
- Expanded recreational opportunities;
- Environmental education and interpretation opportunities;
- Protection of ecological values within City-owned lands; and
- Delivery of public amenities through external investment rather than municipal capital funding.

The proposed trail system would create additional opportunities for residents to access and enjoy the Oliver Lake area while ensuring environmental values are protected through appropriate design, monitoring, and stewardship measures.

Proposed Covenant

The covenant would be registered on the applicable City-owned lands and would establish long-term protections for wetland functions and environmental values while expressly permitting approved recreational and stewardship activities.
Specific covenant language would be developed collaboratively between the City, Trigon, and legal counsel. Areas anticipated to be addressed include:

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- Protection of wetland functions;
- Restrictions on incompatible development activities;
- Permitted trail and recreational uses;
- Access rights for maintenance and monitoring;
- Environmental management requirements; and
- Long-term stewardship obligations.

Staff recommend that the covenant be prepared with sufficient flexibility to permit public access and recreational use while ensuring the primary objective of long-term environmental protection is maintained, including preservation of cultural values.

Maintenance and Operating Responsibilities

A key consideration for the City is ensuring that future maintenance and operational obligations do not become a municipal responsibility.

Accordingly, staff recommend that any agreement with Trigon clearly establish that:

- Design, permitting, and construction costs are the responsibility of Trigon;
- Long-term maintenance responsibilities remain with Trigon or its designated successor;
- Monitoring and reporting obligations remain with Trigon;
- The City's role is primarily that of landowner and covenant holder; and
- Appropriate indemnity and insurance provisions are included to protect the City's interests.

These matters would be formalized through a maintenance, stewardship, operating, or similar agreement negotiated between the parties. The registration of the covenant would be contingent on this agreement being in place.

POLICY ANALYSIS:

Official Community Plan

The proposal is generally consistent with the objectives of the Official Community Plan relating to environmental stewardship, protection of environmentally sensitive areas, preservation and recognition of cultural values, enhancement of recreational opportunities, and development of public access to natural areas.

Oliver Lake represents an important natural asset within the community, and protection of wetland functions through a registered covenant supports OCP policies encouraging the conservation of ecological systems, environmental values, and natural functions. The proposed trail network, interpretive elements, and associated recreational infrastructure would also support OCP objectives related to healthy communities, outdoor recreation, trail connectivity, and public enjoyment of natural areas. Additionally, the proposed project would dovetail with the long-term plans for Kaien Trails Cloudberry trail, increasing further connectivity.

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The proposal further aligns with the OCP's emphasis on collaboration and partnership-based delivery of community amenities, allowing environmental protection and public recreation benefits to be achieved through external investment and stewardship rather than solely through municipal funding.

Climate Action and Adaptation Plan

The proposal is also consistent with the City's Climate Action and Adaptation Plan. Wetlands are recognized as important natural assets that contribute to climate resilience by supporting water retention, managing stormwater, enhancing biodiversity, protecting habitat, and improving ecosystem health. Protection and enhancement of wetland functions at Oliver Lake aligns with the Plan's objectives of preserving natural systems that contribute to community resilience and climate adaptation.

The project supports climate adaptation objectives by:

- Protecting and enhancing ecological assets;
- Supporting biodiversity and habitat resilience;
- Promoting nature-based climate adaptation solutions;
- Increasing community awareness and appreciation of natural systems through recreation and interpretation; and
- Encouraging long-term stewardship of sensitive environmental areas.

By securing long-term protection of wetland functions while providing opportunities for passive recreation and environmental education, the proposal advances several environmental stewardship and resilience objectives identified within the Climate Action and Adaptation Plan.

CONCLUSION:

From a broader strategic perspective, the proposal provides an opportunity to:

- Protect environmentally sensitive lands;
- Leverage private-sector investment to deliver public benefit; and
- Achieve these outcomes with limited ongoing financial obligations to the City through an appropriately structured maintenance and stewardship agreement with Trigon.

Accordingly, staff are of the opinion that the proposal is broadly consistent with the Official Community Plan, the Climate Action and Adaptation Plan, and Council objectives related to environmental stewardship, recreation, partnership development, community wellbeing, and long-term resilience.

Financial Implications

No direct capital contribution from the City is proposed as part of this request.
The intent of the proposed arrangement is that legal fees associated with covenant registration, design, permitting, environmental works, construction, trail development,

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signage, monitoring, and ongoing maintenance would be funded and undertaken by Trigon Pacific Terminals LP and/or its successors.

The City's role would be limited to that of landowner and covenant holder, subject to the terms of the final agreements.

Report Prepared By:	Report Reviewed
Myfannwy Pope, Director Planning and Development Services	Richard Pucci Chief Administrative Officer

Original signature available upon request

THE CITY OF PRINCE RUPERT

REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 27th, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Rodolfo Paras, Planner

SUBJECT: DVP-26-06 – 525 2nd Avenue W.

RECOMMENDATION:

THAT Council approves Development Variance Permit #26-06.

REASON FOR REPORT:

Pursuant to Division 9 of the Local Government Act, Council may issue a Development Variance Permit under Section 498(1) to vary provisions of a zoning bylaw adopted under Division 5 of the Act.

An application was received for a Development Variance Permit for the property located at 525 2nd Avenue West. Council is requested to consider the approval of the variance outlined below:

1. A variance of the City of Prince Rupert Zoning Bylaw, Section 6.1.0, minimum dimensions required for yards, to 0 m to allow for the redevelopment of the existing building with the intended use of entertainment centre, and theatre.

The approval of the Development Variance Permit by Council does not constitute approval of the overall development, land use, building design, building code compliance, business licensing, or any other permits or regulatory approvals that may be required.

BACKGROUND:

The applicant requests the proposed setback variance to allow for the redevelopment of the existing building, intending to accommodate the proposed use as movie theatre, entertainment centre, and restaurant. As the building is located in a Core Commercial Zone (C1), all proposed uses are allowed, but the Zoning Bylaw, under 6.1. C1: Core Commercial dictates that certain landuses, including theatre and entertainment centre, require a two-metre (2 m) setback from the front lot line. The existing building is located up to the property line, and while no change to the footprint of the building is proposed, a variance is needed to accommodate the proposed change in use..

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Previously, the Building was used as a movie theater and benefitted from existing non-conformance, but as that land use was discontinued for over six months the legal non-conforming status has expired per the Local Government Act, Part 14, Division 14 – Non-conforming Use and Other Continuations.

ANALYSIS:

LINK TO STRATEGIC PLAN

The redevelopment supports the objectives of the City of Prince Rupert Strategic Plan, particularly Goals A and D.

Goal A states that: "The City of Prince Rupert will provide appropriate laws and services to cost effectively provide for the needs of residents in their use and enjoyment of private and public lands." The proposed development would contribute to this objective by providing a new recreational and entertainment amenity that enhances the community's use and enjoyment of private property within the downtown area.

Goal D states that: "The City of Prince Rupert will encourage, support, and undertake community renewal to ensure it becomes a world class port city." Approval of this application would support the revitalization of an existing downtown building, contribute to the renewal of the City Centre, and encourage investment in the community. These outcomes are consistent with the intent of Goal D and the broader objectives of the Strategic Plan.

LINKS TO COUNCIL PLANS AND POLICY DIRECTION:

<u>Official Community Plan</u>

The proposed redevelopment is consistent with the Official Community Plan. As a large format commercial use, the proposal aligns with the Conceptual Land Use Framework identified in Map 1C of the OCP. The subject property is located within the Midtown District and the City Core Development Permit Area (DPA). While the DPA guidelines encourage the maintenance of a continuous street wall throughout much of the district, the proposal will be further evaluated through the Development Permit process to ensure consistency with the applicable design objectives and guidelines.

<u>City Core Spring Spruce Up Campaign</u>

Although the proposed redevelopment will require a Development Permit if a variance is approved, the objectives of the City Core Spring Spruce Up Campaign are relevant to the proposal. The redevelopment would support local business activity and involve improvements to an existing commercial building that contribute to a cleaner, more attractive, and welcoming downtown environment. These considerations will form part of staff's review during the Development Permit process.

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Parking Specified Area

This development is a commercial development within the parking specified area, no parking requirements will be triggered. The activation of the building may trigger additional visitors, which may have impacts on on-street parking.

Complete Communities Assessment and Plan

The redevelopment supports the objectives of the Complete Communities Assessment and Plan by contributing to the vitality of the downtown area and enhancing the mix of commercial uses available within the community. The proposal may positively influence measures related to commercial density and land use diversity, both of which are factors used to assess walkability and community completeness. In addition, the development makes use of existing municipal infrastructure and services, supporting efficient growth within the City's established urban area.

ADDITIONAL CONSIDERATIONS:

The subject property contains an existing commercial building within a predominantly commercial area of the City. The proposed redevelopment involves interior and exterior improvements and a change in tenancy but does not alter the building footprint. The proposed use is generally consistent with previous commercial uses of the property.

Potential concerns associated with the proposal may include noise generation and increased parking demand. However, given the nature of the proposed use and the property's commercial surroundings, noise levels are expected to be comparable to those generated by previous occupants of the building. As such, significant negative impacts on neighbouring properties are not anticipated.

The proposal seeks to activate this building, which currently sits empty, such activation may result in more community members seeking to park near the property. However, all on-street parking would remain subject to existing parking regulations, including posted time limits and enforcement provisions under the City's Traffic and Parking Bylaw.

STATUTORY NOTIFICATION

As part of the statutory notification process, neighbouring property owners and members of the public have had an opportunity to review the proposal and provide comments regarding any perceived impacts or concerns associated with the application. No feedback has been received by planning staff of of the date this report was drafted.

COST:

There are no costs or budget impacts to the City from granting or not granting the variance.

Report Prepared By:

Rodolfo Paras Diaz,
Urban Planner

Report Reviewed By:

Richard Pucci,
Chief Administrative Officer

Original signature available upon request

Attachment(s):

- Site plan
- Conceptual rendered Images of proposed redevelopment.

THE CITY OF PRINCE RUPERT

DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-26-06

PERMIT ISSUED BY: The City of Prince Rupert (the City), a municipality incorporated under the *Local Government Act,* 424 3rd Avenue, Prince Rupert, BC, V8J 1L7

PERMIT ISSUED TO OWNER(S): RODHOS PIZZA LTD.

APPLICANT: RISHIKA PENDEY

---

1. This Development Variance Permit applies to those lands within the City of Prince Rupert that are described below, and any and all buildings, structures, and other development thereon:

   LEGAL DESCRIPTION:
   LOT 1 THROUGH 4 OF BLOCK 21A SECTION 1 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923B

   CIVIC ADDRESS(ES):
   525 2ND AVENUE WEST

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
   a. Section 6.1.0; Minimum Dimensions Required for Yards; is varied from a 2-metre setback from the front property line to a 0-metre setback from the front property line, in accordance with the Site Plan attached as Schedule 1.

3. This permit is issued subject to the following conditions to the City's satisfaction:
   a. The permittees develop the proposed development in accordance with the Site and Building Plan attached as Schedule 1.
   b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.

4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.

5. This permit is **NOT** a Building Permit or Subdivision Approval.

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6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.

7. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner(s), their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.

8. The following plans and specifications are attached to and form part of this permit:
   a. Schedule 1: Site and Building Plan

ISSUED ON THIS _____ DAY OF ____________, 2026.

CITY OF PRINCE RUPERT
By an authorized signatory

____

Rosamaria Miller
Deputy Chief Administrative Officer

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GENERAL NOTE:

ALL MEASUREMENTS TO BE CONFIRMED ON SITE

CLIENT INFORMATION:
BHALINDER + DALJIT

PROJECT ADDRESS:
525 2 AVE W
PRINCE RUPERT,
BC V8J 1G9

ISSUE:

01	14.05.2026	ISSUED FOR DEVELOPMENT PERMIT

DRAWING TITLE:

EXISTING SITE PLAN

SCALE:
AS NOTED

RISHIKA PANDEY DESIGN

DESIGN PHASE:

ISSUE FOR CONSTRUCTION

SHEET#: ID 1.00

NORTH

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SITE PLAN P1

GENERAL NOTE:

ALL MEASUREMENTS TO BE CONFIRMED ON SITE

CLIENT INFORMATION:

BHALINDER + DALJIT

PROJECT ADDRESS:

525 2 AVE W
PRINCE RUPERT,
BC V8J 1G9

ISSUE:

01	14.05.2026	ISSUED FOR DEVELOPMENT PERMIT

DRAWING TITLE:

EXISTING SITE PLAN

SCALE:

AS NOTED

RISHIKA PANDEY DESIGN

DESIGN PHASE:

ISSUE FOR CONSTRUCTION

SHEET#: ID 1.00

NORTH


Arcade
Restaurant
Bowling
Movies
Rodhos Center

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THE CITY OF PRINCE RUPERT

REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 27, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Rosamaria (Rosa) Miller, Deputy CAO

SUBJECT: Council Procedure Bylaw 3563, 2026

RECOMMENDATION:

THAT Council give first, second and third readings to Council Procedure Bylaw No. 3563, 2026 and repeal Council Procedure Bylaw No. 3508, 2022 and all amendments thereto.

REASON FOR REPORT:

The purpose of this report is to present an updated Council Procedure Bylaw that modernizes and replaces Council Procedure Bylaw No. 3508, 2022. The proposed bylaw improves clarity, streamlines procedures, reflects current Council practices, removes unnecessary administrative complexity, and aligns with the requirements of the *Community Charter*.

BACKGROUND:

Council Procedure Bylaw No. 3508, 2022 has governed Council meetings, Committee of the Whole meetings, and Council committees since its adoption. While the bylaw remains functional, it contains detailed procedural and administrative requirements that have become increasingly cumbersome and, in many cases, duplicate legislative requirements contained within the Community Charter.

The proposed Council Procedure Bylaw No. 3563, 2026 has been prepared to:

- modernize language and structure;
- improve readability and ease of use;
- streamline administrative requirements;
- reflect current Council meeting practices;
- clarify public participation processes;
- reduce duplication of legislative requirements; and
- maintain transparency, accountability, and effective governance.

1. Structural Modernization

The proposed bylaw adopts a simplified, part-based structure organized around core governance functions. The new format is easier to navigate and understand for Council, staff, and members of the public.

The revised bylaw also removes a significant amount of procedural detail that is either addressed through legislation or can be managed administratively rather than through bylaw.

2. Streamlined Administrative Requirements

The current bylaw contains numerous provisions related to agenda preparation, submission deadlines, meeting scheduling details, and administrative processes.

The proposed bylaw focuses on governance principles rather than administrative processes. This provides greater flexibility while ensuring that statutory obligations continue to be met.

3. Public Participation Updates

One of the most significant changes is the replacement of the Public Question Period with a Public Comment on Agenda Items process.

The new framework reflects Council's current practice and provides an opportunity for members of the public to comment on matters being considered by Council at that meeting. The process is intended to facilitate public input while improving meeting efficiency and clarity.

The delegation process has also been simplified by removing detailed submission requirements and annual limitations on delegations.

4. Committee of the Whole and Committee Governance

The proposed bylaw modernizes and simplifies Committee of the Whole provisions while retaining core governance requirements such as chairing authority, quorum, reporting relationships, and procedural rules.

Committee and advisory body provisions have also been streamlined and clarified, resulting in a more consistent governance framework.

5. Electronic Participation

The proposed bylaw contains concise provisions respecting electronic meeting participation and electronic meetings where authorized by legislation.

Rather than reproducing detailed legislative requirements, the bylaw relies on the applicable provisions of the Community Charter, reducing duplication and improving flexibility.

6. Conduct of Meetings

The proposed bylaw strengthens and clarifies provisions related to:

- authority of the Chair;

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- conduct of Council Members;
- conduct of meeting attendees;
- expulsion from meetings where necessary;
- motions and voting procedures; and
- reconsideration of Council decisions.

The bylaw also incorporates reference to Council's Code of Conduct and reinforces expectations regarding respectful conduct and orderly meetings.

Summary of Changes

Section	Bylaw 3508 (2022)	Proposed Bylaw 3563 (2026)	Key Impact
Structure	Detailed and highly prescriptive	Streamlined 12-part structure	Improved readability
Public Participation	Public Question Period	Public Comment on Agenda Items	Reflects current practice
Delegations	Detailed submission requirements and restrictions	Simplified delegation process	Greater flexibility
Agendas	Prescriptive administrative requirements	Administrative flexibility	Reduced complexity
Electronic Meetings	Detailed procedural provisions	Simplified framework	Easier administration
Committee of the Whole	Extensive operational provisions	Streamlined governance provisions	Improved usability
Committees & Advisory Bodies	Detailed procedural requirements	Simplified governance framework	Consistency across bodies
Community Charter Requirements	Numerous statutory provisions repeated	Legislative requirements referenced	Reduced duplication
Conduct of Meetings	Detailed procedural rules	Clear governance-based framework	Improved clarity
Code of Conduct	Not referenced	Incorporated by reference	Enhanced governance practices

The proposed bylaw does not materially change Council's authority or reduce opportunities for public participation. Rather, it represents a comprehensive modernization that:

- simplifies and streamlines procedures;
- reflects current Council practices;
- improves readability and administration;
- reduces duplication of legislative requirements;
- modernizes public participation processes;
- strengthens governance provisions; and
- provides a more flexible and user-friendly framework for Council operations.

COST:

There are no direct financial implications associated with adoption of the proposed bylaw.

CONCLUSION:

Council Procedure Bylaw No. 3563, 2026 represents a comprehensive modernization of the City's existing procedural framework. The proposed bylaw maintains the principles of transparency, accountability, and public participation while improving clarity, usability, and administrative efficiency. Adoption of the bylaw will provide Council with a modern governance framework that better reflects current practice and legislative requirements.

Report Prepared By:	**Report Reviewed By:**
______________________	______________________
Rosamaria (Rosa) Miller Deputy CAO	Richard Pucci, Chief Administrative Officer

Original signature available upon request

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CEMETERY BYLAW NO. 3562, 2026

A BYLAW RELATING TO THE OPERATION, REGULATION, AND MAITENANCE OF THE CITY OF PRINCE RUPERT CEMETERY, COLUMBARIUM, AND OSSUARY

WHEREAS the Council of the City of Prince Rupert has authority under the Local Government Act and the Cremation, Interment and Funeral Services Act to regulate cemeteries and cemetery operations within the City;

AND WHEREAS Council wishes to repeal and replace Cemetery Bylaw No. 3237, 2007 with an updated and modernized bylaw;

NOW THEREFORE the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

PART 1 – DEFINITIONS AND INTERPRETATION

1. **Title**

   This Bylaw may be cited as the "City of Prince Rupert Cemetery Bylaw No. 3562, 2026."

2. **Definitions**

   In this Bylaw:

   "**Adult**" means a person twelve (12) years of age or older.

   "**Cemetery**" means land designated, owned, maintained, or operated by the City for interments and includes columbaria and mausoleums.

   "**Cemetery Care Fund**" means money collected and maintained for the perpetual care and maintenance of the cemetery.

   "**City**" means the City of Prince Rupert.

   "**Columbarium**" means a structure containing niches for the interment of cremated remains.

   "**Engineer**" means the City official responsible for administering this Bylaw or their authorized designate.

   "**Interment**" means the burial or placement of human remains or cremated remains.

"**Niche**" means a compartment within a columbarium.

"**Non-resident**" means a person who does not meet the definition of Resident immediately prior to death.

"**Ossuary**" means a communal underground container for cremated remains.

"**Plot**" means a designated area of land within the cemetery for interment.

"**Plot Liner**" means a rigid shell or container placed over a casket.

"**Resident**" means a person who resided in or owned property within Prince Rupert for at least one (1) year immediately prior to death.

"**Standard Memorial**" means a flat memorial marker installed flush with ground level.

"**Urn**" means a container designed to hold cremated human remains.

PART 2 – APPLICATION AND ADMINISTRATION

Application of Bylaw and Cremation, Interment and *Funeral Services Act*

3. Application

This Bylaw applies to all cemeteries, columbaria, and ossuaries owned, operated, or maintained by the City, and to any real or personal property now or hereafter acquired by the City for cemetery purposes, whether within or outside the City.

All interments, use of plots, niches and the ossuary, and all management, operation, and preservation of cemetery facilities shall be carried out in accordance with this Bylaw and in conformity with the *Cremation, Interment and Funeral Services Act* and the regulations made under that Act.

4. Cemetery Designation

The real property owned by the City and dedicated for cemetery purposes shall continue to be used, operated, and maintained as a municipal cemetery known as Fairview Cemetery, and shall not be used for any other purpose.

5. Cemetery Facilities

The City establishes, maintains, and operates within Fairview Cemetery:

- cemetery plots for interment;
- columbaria units containing niches; and
- an ossuary,

all of which shall be managed and regulated in accordance with this Bylaw.

6. Administration

This Bylaw shall be administered by the Engineer, who is responsible for:

- issuing all licences and permits required under this Bylaw;
- maintaining records necessary for the administration and management of the cemetery; and
- fulfilling all record-keeping and administrative requirements under the *Cremation, Interment and Funeral Services Act*.

PART 3 – CEMETERY LICENSING

7. Cemetery Licenses

A Cemetery Licence may be issued for one or more vacant and unlicensed plots or niches upon payment of the applicable fees set out in Schedule “A”, for the exclusive right of use by the licence holder.

The City may refuse to issue licences for more than two (2) plots or niches to any one person.

8. Licence Conditions

All Cemetery Licences are issued subject to this Bylaw and all applicable City bylaws and regulations in force at the time of issuance and at the time of interment.

9. Applications

Applications for Cemetery Licences shall be made at City Hall during regular business hours on forms provided by the City.

10. Form of License

All Cemetery Licences shall be issued in the form approved by the Engineer.

11. Transfers

No sale, assignment, or transfer of a Cemetery Licence, plot, niche, or interment right shall be made without the prior written approval of the City.

After an interment has occurred, no transfer shall be permitted except to an immediate relative of the Cemetery Licence holder.

The right to use a vacant plot or niche may be transferred provided that:

- the licence holder or legal representative submits a written request to the City;
- full particulars of the proposed transferee are provided;

- any unpaid Cemetery Care Fund contribution is paid in accordance with Schedule "A";
- where applicable, the difference between resident and non-resident licence fees is paid;
- a transfer fee, as set out in Schedule "A", is paid; and
- all future interments remain subject to applicable Interment Permit fees and other charges in effect at the time of interment.

12. Repurchase

The City may, upon application by the licence holder, repurchase an unused and vacant plot or niche at the original purchase price, less the Care Fund contribution and an administrative fee.

Repurchase shall not be permitted where an exhumation has occurred.

13. Licensing Errors

Where an error has occurred in the sale, description, or transfer of a plot or niche and the plot or niche is unavailable, the City shall either:

- provide an alternative plot or niche of equal or greater value and similar location acceptable to the licence holder or the person entitled to control disposition under the *Cremation, Interment and Funeral Services Act*; or
- cancel the licence and refund all monies paid, together with accrued interest at the prescribed rate.

PART 4 – INTERMENT

14. Authorization for Interment

No person shall inter human remains within a municipal cemetery except in accordance with this Bylaw and applicable legislation.

No remains other than deceased human remains or cremated human remains shall be interred in the cemetery.

15. Interment Permit Required

No interment of a body or cremated remains shall occur unless an Interment Permit has first been obtained from the City.

16. Issuance of Interment Permit

An Interment Permit may be issued to the holder of a valid Cemetery Licence upon payment of all applicable Interment Permit fees and related service fees as set out in Schedule “A.”

Interment Permits shall be obtained not less than seventy-two (72) hours in advance of the interment, excluding Saturdays, Sundays, and statutory holidays, unless:

- a Health Officer directs otherwise pursuant to applicable health legislation; or
- the Engineer authorizes a shorter notice period due to exceptional circumstances.

17. Interment Permit Applications

Applications for an Interment Permit shall be made during regular business hours by the immediate relatives of the deceased, or by a representative authorized in writing, using forms provided by the City.

Applicants shall provide all information required by the City, including but not limited to:

- the name, age, and address of the deceased;
- the date of death and proposed interment details;
- applicable disposition and death documentation; and
- any additional information reasonably required to ensure compliance with this Bylaw and applicable legislation.

18. Form of Permit

All Interment Permits shall be issued in the form approved by the Engineer.

19. Number of Interments

The maximum permitted interments are as follows:

- Large plot: one (1) adult or child body plus up to six (6) cremated remains
- Small plot: one (1) body in a casket not exceeding 1.22 metres (4 feet) plus up to two (2) cremated remains
- Cremation plot: one (1) cremated remains or one (1) double urn
- Columbarium niche: two (2) single urns or one (1) double urn
- Ossuary: cremated remains, space permitting

A single Cemetery Licence is sufficient for multiple interments within the applicable limits; however, separate Interment Permits and applicable fees are required for each interment.

20. Interment Standards

All body interments shall be made using a plot liner.

Minimum earth cover shall be:

- Body interment: not less than 0.8 metres (2.6 feet) above the plot liner;
- Cremated remains: not less than 0.4 metres (1.3 feet) above the urn.

Urns used for interment in plots shall be of approved non-deteriorative material and shall not exceed 29 centimetres (11.5 inches) in height.

A temporary plot marker identifying the deceased shall be supplied and installed by the City following each interment for record-keeping purposes and is distinct from a memorial.

21. Interment Hours

Interments shall normally take place Monday to Friday between 10:00 a.m. and 2:00 p.m.

Saturday interments or interments outside regular hours may occur only with prior written approval of the Engineer and payment of additional fees set out in Schedule "A."

22. Authorized Personnel

Only City-authorized personnel may open, close, or otherwise disturb plots, niches, or the ossuary.

Interment of cremated remains into the ossuary shall be conducted only by authorized personnel.

23. Reserved Areas

Interments within cemetery areas reserved for specific organizations or groups require written authorization confirming eligibility from the organization concerned.

24. Interment Errors

Where remains are interred in error, the City shall:

- disinter and re-inter the remains in the correct location if available; or
- re-inter the remains in an alternative location acceptable to the person entitled to control disposition under the *Cremation, Interment and Funeral Services Act*.

The City shall notify the registrar of any disinterment and re-interment within thirty (30) days.

PART 5 – COMMUNICABLE DISEASE

All interments subject to public health direction shall comply with the orders of the Medical Health Officer.

The Corporate Officer, the Engineer, or the Caretaker shall immediately report to the Medical Health Officer any request to handle a body where Medical Health Officer direction is required.

Where the *Medical Heath Officer* directs, pursuant to the *Health Act Communicable Disease Regulations* or otherwise, that a body be buried in a *cemetery* during any period when the *City*'s offices are closed, permission to inter in a *cemetery* shall be obtained from the *Engineer*, or in his absence, the *Corporate Administrator*, or the *caretaker*.

Where a body delivered to a *cemetery* for *interment* is subject to directions of the *Medical Health Officer* under the terms of the *Health Act Communicable Disease Regulations*, the person delivering the body to the *cemetery* shall inform the *caretaker* of the directions given by the *Medical Health Officer* respecting the *interment* and those directions shall by fully and completely followed by all those who perform the *interment*.

The caretaker who performs an interment under these circumstances shall provide full particulars of the interment to the Manager of Operations as soon as practicable after the City's offices reopen.

The representative of the deceased shall provide all required information and pay all applicable fees in accordance with this Bylaw and Schedule “A” as soon as practicable following the interment.

Any person who authorized the interment shall report the matter to the Manager of Operations as soon as practicable after the City's offices reopen.

PART 6 – EXHUMATION

No person shall exhume the remains of a deceased person who has been interred in a *plot* unless:

(a) they have obtained a written order or permit in accordance with the requirements of the *“Cremation, Interment and Funeral Services Act”* and presented that order to the *Engineer*; or

(b) the Engineer receives a written request to do so from a person with the right to control the disposition of the human remains in accordance with the *“Cremation, Interment and Funeral Services Act”* and the *Engineer* issues his permission in writing to disinter or exhume the body; and

(c) they have paid the fees for disinterment/exhumation set out in Schedule “A”.

Prior to the execution of the said order or request, any person wishing to exhume the remains of a deceased person must provide the *Engineer* with written proof of whether or not the deceased person at the time of death was known to have had an infectious or contagious disease or other disease dangerous to public health.

Upon receiving an order for exhumation from the proper authority, or after granting permission in writing to exhume, the Engineer shall notify the caretaker before the time of the intended exhumation, giving the name of the deceased and the number and location of the plot and tier concerned.

During exhumation, the caretaker or other person duly authorized by the *Engineers* shall open to the top of the casket only. The Funeral Director must be present to complete the exhumation.

PART 7 – CEMETERY PLOT SPACES

Plot Spaces

Plot Spaces developed in areas before the year 2002 shall be of the following sizes:

(a) Large Size - *Plots* not less than 2.75 metres (9 feet) in length by 1.2 metres (3.94 feet) in width;

(b) Small Size - *Plots* not less than 1.5 metres (4.92 feet) in length by 0.9 metres (2.95 feet) in width; and

(c) Cremation - *Plots* not less than 0.9 metres (2.95 feet) in length by 0.9 metres (2.95 feet) in width.

*Plot*s developed in the year 2002, and any future cemetery development henceforth, shall be of the following sizes:

(a) Large Size - *Plots* not less than 2.75 metres (9 feet) in length by 1.4 metres (4.6 feet) in width;

(b) Small Size - *Plots* not less than 1.5 metres (4.92 feet) in length by 1.0 metres (3.28 feet) in width; and

(c) Cremation - *Plots* not less than 0.6 metres (1.96 feet) in length by 0.6 metres (1.96 feet) in width.

PART 8 – NICHES

The size of the *niche* and the size of the cremation *urns* limit the number of *urns* permitted within a *niche* but in general each *niche* may contain a maximum of two (2) single *urns* and their *cremated remains* or one (1) double *urn* and its *cremated remains*.

Urns to be placed in *niches* shall be made of metal, stone, porcelain, or other pre-approved non-deteriorative material, and must be manufactured for the express purpose of containing *cremated remains*.

No alterations or embellishments of the *columbarium* or *niches* shall be undertaken without written approval of the *City*.

The *City* reserves and shall have the right to remove, alter or change any improvements, alterations or embellishments made without written *City* approval at the expense of the *niche* licensee.

The dimensions of a niche, which may vary in size, shall be those designed for and provided to the City. Memorial urn to not be more than 12” in height.

PART 9 – OSSUARY

The size of the *ossuary* dictates the number of cremated remains that can be interred. Cremated remains are interred into a communal container *(ossuary*) and once the cremated remains are interred they cannot be removed.

No containers holding individual cremated remains can be interred into the *ossuary.*

No individual or third-party alterations or embellishments of the *ossuary* area can be made. The *City* reserves and shall have the right to remove, alter or change any improvements, alterations or embellishments made.

PART 10 – MEMORIALS

Flowers, Wreaths, and Landscaping

No person other than an employee of the *City* authorized to do so, shall plant, remove, cut down, or destroy any trees, shrubs, plants, flowers, bulbs, fences or rocks in the *cemetery*.

In the *cemetery* artificial flowers or cut flowers, wreaths and floral offerings may be placed on *plots.*

At the *columbarium*, fresh cut or artificial flowers may only be placed in the flower vases built into the approved, attached *niche* memorial nameplates.

The *caretaker* may remove any artificial flowers or cut flowers, wreaths and floral offerings from *plots*, *niches* or the *ossuary* area when, in his opinion, their condition deters from the beauty of the *cemetery, columbarium or ossuary area*.

Memorials – General

All memorials in the *cemetery*, including *columbarium* memorial nameplates and memorial portrait enclosures, shall be:

(a) consistent with the provisions of this Bylaw and supplied at the expense of the licensee; and

(b) installed, or removed, only by the *caretaker*, unless written authorization otherwise has been provided by the *Engineer*.

No person shall place, or cause to have placed, any memorial on any plot or niche, until the Cemetery Licence, Interment Permit, Care Fund, and all other cemetery fees and charges set out in Schedule “A” are fully paid, including the installation fees and Care Fund fees in respect of each memorial to be placed.

The *City* shall not be responsible for damage to memorials caused by natural weathering or deterioration, vandalism, or faulty construction.

The *City* will not be responsible for any damage or loss to pictures on memorials, *niche* nameplates, or portraits or their enclosures, except where it can be determined to be a result of maintenance operations.

Cemetery Plot Memorials

No *plot* shall be defined by a fence, railing, coping, curbing, hedge, or by other markings except by a memorial as set out in Part 10 or approved under Part 10.

A tablet-type memorial shall be considered 'standard', and one (1) may be installed on *plots* for each interment therein provided the requirements of Part 10 are fulfilled, and subject to the following:

(a) the memorial must be of either stone or bronze waterproof material, capable of resisting wear and decay, and shall be of one piece construction;

(b) the memorial must be laid flush with ground level and be devoid of curbs;

(c) the size of the memorial and its placement on a plot shall at no time result in the memorial extending beyond the boundaries of the *plot*; and

(d) no memorial shall have a greater length than 75 centimetres (29.5 inches), a greater width than 50 centimetres (19.7 inches), nor a greater depth than 15 centimetres (5.9 inches), nor be less than 7.62 centimetres (3 inches) in depth, though notwithstanding the foregoing, in the case of memorials for *cremated remains* within *plot* tiers or within cremation *plots* the maximum size memorial permitted may be excessive relative to the actual *plot* space available for such memorials and this must be taken into consideration by the person wishing to install the memorial so that the placement of the memorial does not exceed the boundaries of the *plot*.

Any person wishing to install on any *plot* a memorial other than as set out in Part 10 of this Bylaw shall submit to the *Engineer*, a Memorial Structure Application prior to creation of the memorial, a plan of the memorial, showing its size by dimension, siting on the *plot*, elevation, design, and type of material.

The *Engineer*, upon receiving an application in accordance with Part 10, will review the application, and may grant permission to erect such a memorial if, in his opinion, it will not: create undue maintenance difficulties; extend beyond the boundaries of the *plot*; pose any safety hazards to visitors or workers; or, is not out of character for the cemetery, and provided the applicant enters into any special agreement with the *City* deemed necessary regarding any aspect of the memorial including its installation, care and maintenance, temporary or permanent removal.

Any application to install a memorial in accordance with Part 10 will not be considered within one (1) year from the date of an *interment* in the *plot*, to allow for settlement of the ground within the *plot*.

~~To preserve an aesthetic memorial lawn appearance, only flat, flush-to-ground memorials are permitted in Section GG at Fairview Cemetery.~~

Memorials cannot be placed prior to an interment.

Memorials are only for individuals interred at Fairview Cemetery.

Temporary Removal of Memorials

The *caretaker* may arrange for the temporary removal of a memorial without the owner's permission if, during the excavation of an adjoining *plot*, the memorial is found to be a hazard to the safety of workers in the excavation or to gain access to a *plot* for grave site preparation, provided that the memorial is replaced in its original position on the *plot* from which it was removed as soon as possible after the excavation has been filled, and provided that the owner of the memorial is not charged with the cost of the work, and provided also that the *City* repairs at its expense any damage occasioned to the marker so removed and replaced except in cases where the memorial removed was previously installed without proper authorization, or except where the owner of the memorial has entered into an agreement with the *City* in accordance with Part 10 which makes him responsible for such costs, or unless he is also the owner of the *plot* in which the excavation is being made.

Columbarium Memorials

Columbarium niche memorials permitted shall consist solely of nameplates and portrait enclosures, and shall be consistent in design, finish, and manufacture throughout the *columbarium*.

In order to maintain continuity of design of the *columbarium,* and to ensure that all niches with *cremated remains* interred are memorialized, the cost of a *niche* memorial nameplate, and its installation fee, in accordance with the fees established in **Schedule "A"** are included in the *Cemetery Licence* fee for a *niche.*

One memorial nameplate is permitted for each *niche*, conforming to the following specifications for columbaria units with bronze nameplates:

(a) purchased through the City's Engineering Department; and

(b) cast in bronze alloy with burgundy background; and

(c) inscriptions shall consist solely of given names and/or initials and surname together with years of birth and death; and

(d) "RIBBON" font or alternate font as approved by the *Engineer*, is to be used with surname lettering to be 1.27 centimetres (.5 inches) in height, given name and initials lettering, and dates to be 1.0 centimetres (.39 inches) in height; and

(e) the castings are to be true and free from defects and roughness, and the colour finish is to be secured by chemical means.

A maximum of two (2) memorial portrait enclosures are permitted per *niche* conforming to the following specifications for columbaria units with bronze nameplates:

(a) purchased through the City's Engineering Department; and

(b) cast in bronze alloy; and

(c) only pictures of the deceased are allowed to be affixed to the face of a *niche*; and

pictures must be secured in the portrait frames by appropriate adhesives or sealants.

One memorial nameplate is permitted for each *niche*, conforming to the following specifications for columbaria units with etched nameplates:

(a) purchased through the City's Engineering Department; and

(b) etched by the approved supplier; and

(c) inscriptions shall consist of given names and/or initials and surname together with dates of birth and death; and with either an epitaph or photo.

Ossuary Memorials

No Ossuary memorials are permitted.

PART 11 – CEMETERY CARETAKER

Cemetery Caretaker

Caretakers may be appointed by the *Engineer* and the duties of the *caretaker* so appointed shall, among other things, be:

(a) to dig and prepare, open and close all *plots* required, open and close all *niches* required, and open and close the *ossuary* when required, whenever ordered to do so by the *Engineer*;

(b) to install all memorials, and to install all *niche* portraits;

(c) to ensure the general maintenance work of the *cemetery* that is necessary to keep it in a neat and tidy condition is carried out, including, but not limited to the maintenance of landscaping features, lawns, paths, gates, fences and other *cemetery* improvements;

(d) to maintain records as required and submit to the *Engineer* whatever reports are required by him;

(e) to complete such other work as may be directed by the *Engineer* or any person acting for him; and

(f) to direct all funerals to the correct *plot,* tier or *niche,* or to the *ossuary* in the *cemetery*.

PART 12 – FEES AND CARE FUND

All fees are set out in Schedule “A”.

Fees and Charges

The fees for *Cemetery Licenses, Interment Permits* or *Disinterment* services, use and care of *plots*, use and care of *niches*, use of the *ossuary,* memorials and their installation*,* and the charges for goods offered for sale by the *City* for use in the *cemetery*, and any other *cemetery* fees, shall be those set out in Schedule “A” attached to and forming part of this Bylaw.

Where extra labour charges are incurred, after regular business hours, excluding *interments* and *disinterment*’s on Saturdays which have a fee established in Schedule “A”, these charges will be done through a work order and invoiced accordingly as set out in Schedule “A”.

Payment

The fees set out in **Schedule “A”**, shall be paid in advance at the *City*'s offices at the time of application for a *Cemetery Licence, Interment Permit*, or *disinterment* permission, and at the time of purchasing any goods or services sold by the *City* in connection with the operation of the *cemetery*.

Cemetery Care Fund

A Cemetery Care Fund shall be maintained in compliance with provincial legislation.

PART 13 – GENERAL

No person shall damage, destroy, mutilate, deface, injure, or remove, any *plot*, *niche*, tomb, vault, marker, monument, memorial, fence, gate, railing, or other work, structure or any other improvement in the *cemetery*.

No person shall willfully destroy, cut, break, or injure any shrub or plant in the *cemetery*.

No person shall play any game or sport in the *cemetery*.

No person shall willfully or unlawfully disturb persons assembled for the purpose of interring a body or *cremated remains* in the *cemetery*.

No person shall commit a nuisance, or behave in an indecent and unseemly manner, at any time in the *cemetery*.

Any person not behaving with proper decorum within the *cemetery*, or disturbing the quiet and good order of the *cemetery*, may be evicted by the *caretaker*.

No person shall deposit any rubbish or offensive matter or thing in the *cemetery*.

No person shall drive a vehicle in the *cemetery* at a speed exceeding 20 kilometres per hour.

All vehicle movements within the *cemetery* grounds shall be subject to the direction and orders of the *caretaker*.

All persons and funeral processions in the *cemetery* shall obey the reasonable instructions of the *caretaker*.

The *cemetery* shall be deemed open to visitors at 8:30 a.m. every morning and shall be deemed closed to all persons every evening at either sunset or at 9:30 p.m., whichever comes first.

No person shall enter or remain in the *cemetery* before it is deemed open or after it is deemed closed without special permission of the *Engineer* or the *caretaker*.

No person shall solicit orders for markers, tablets, memorials, or like works within the limits of the *cemetery*.

PART 14 – OFFENSES AND PENALTIES

Every *person* who violates any of the provisions of this Bylaw, or who causes, suffers, or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who refuses, neglects or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who fails to comply with any order, direction or notice given under this Bylaw, is guilty of committing an offence against this Bylaw and is liable on summary conviction to a fine not exceeding Ten Thousand Dollars ($10,000.00) or to imprisonment for not more than six (6) months, or to both, and the cost of prosecution.

Where an offence under this Bylaw is of a continuing nature, each day that the offence continues or is permitted to exist shall constitute a separate offence.

This Bylaw may be enforced by means of a Municipal Ticket Information Bylaw.

PART 15 – SEVERABILITY

If any section, subsection, clause, sub clause, phrase or any other part, of this Bylaw is for any reason held to be invalid, void or ineffective by the decision of any court of competent jurisdiction, the part in question is to be severed from the rest of this Bylaw and that does not affect the validity of the remainder of this Bylaw, which is to be interpreted and applied as if this Bylaw had been enacted without the severed part.

PART 16 – REPEAL

25. Repeal

The City of Prince Rupert Cemetery Bylaw No. 3237, 2007, and any amendments thereto, is repealed.

READ THE FIRST TIME this _____day of _______________, 2026.

READ THE SECOND TIME this _____day of _______________, 2026..

READ THE THIRD TIME this ______day of _______________, 2026.

READ A FOURTH AND FINAL TIME this ____day of _______________, 2026.

____
MAYOR

____
Corporate Officer

INTERMENT - Monday to Friday - 10 am to 2:00 pm (except Statutory holidays)

Ground Burial	**Cemetery Licence Fee**	**Interment Fee**	**TOTAL**
Large Plot	$ 1,094.00	$ 2,186.00	$ 3,280.00
Small Plot	$ 730.00	$ 2186.00	$ 2,916.00
Cremation Plot	$ 474.00	$ 408.00	$ 882.00
Cremated remains in Ossuary		$ 320.00	$ 320.00
Disinterment/Exhumation from Plot			$ 3,520.00
Cremated remains Disinterment from Plot			$ 1,006.00
Cremated remains Disinterment from Niche			$ 1,006.00

Columbarium	**Cemetery Licence Fee**	**Interment Fee**	**TOTAL**
Niche - Level 1 (bottom)	$ 3682.00	$ 320.00	$ 4,002.00
Niche - Level 2	$ 3,830.00	$ 320.00	$ 4,150.00
Niche - Level 3	$ 4,270.00	$ 320.00	$ 4,590.00
Niche - Level 4 (top)	$ 4,270.00	$ 320.00	$ 4,590.00

INTERMENT - Saturday

Ground Burial	**Cemetery Licence Fee**	**Interment Fee**	**TOTAL**
Large Plot	$ 1,094.00	$ 3,520.00	$ 4,614.00
Small Plot	$ 730.00	$ 3,520.00	$ 4,250.00
Cremation Plot	$ 474.00	$ 1,006.00	$ 1,480.00
Cremated remains in Ossuary		$ 1,006.00	$ 1,006.00
Disinterment/Exhumation from Plot			$ 4,525.00
Cremated remains Disinterment from Plot			$ 1,006.00
Cremated remains Disinterment from Niche			$ 1,006.00

Columbarium	**Cemetery Licence Fee**	**Interment Fee**	**TOTAL**
Niche - Level 1 (bottom)	$ 3,682.00	$ 1,006.00	$ 4,688.00
Niche - Level 2	$ 3,830.00	$ 1,006.00	$ 4,836.00
Niche - Level 3	$ 4,270.00	$ 1,006.00	$ 5,276.00
Niche - Level 4 (top)	$ 4,270.00	$ 1,006.00	$ 5,276.00

MEMORIALS AND SERVICES FEE	**TOTAL**
Temporary Plot Marker	$ 74.00
Standard Plot Memorial Installation	$ 240.00
Grave Liner (when not supplied)	$ 359.00
Niche Memorial Wreath or Portrait	at cost plus 15%
Niche Memorial Nameplate Engraving	at cost plus 15%
Niche Nameplate Installation	$ 220.00
Niche Portrait Enclosure Installation	$ 220.00
Supply and attach 2nd Date Bar	$ 219.00
Opening/Closing Niche by request	$ 160.00
Extra Plot Depth - charge for every two feet	$ 610.00
Interment after 3 pm - per hour or portion thereof	$ 437.00
Cemetery Licence Transfer Fee	$ 161.00

NON-RESIDENT: An additional charge of 30% will apply to all fees detailed above for all non-residents.

All fees shown above are before applicable taxes.

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CITY OF PRINCE RUPERT

COUNCIL PROCEDURE BYLAW NO. 3563

A BYLAW TO ESTABLISH THE PROCEDURES GOVERNING MEETINGS OF COUNCIL, COMMITTEE OF THE WHOLE, AND COUNCIL COMMITTEES

WHEREAS The Community Charter authorizes Council to establish, by bylaw, the procedures governing Council meetings and the conduct of Council business;

NOW THEREFORE the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

PART 1 – TITLE, PURPOSE AND DEFINITIONS

1. Citation

This Bylaw may be cited as the "Council Procedure Bylaw No. 3563, 2026".

2. Purpose

The purpose of this Bylaw is to establish fair, transparent, efficient, and accountable procedures for the conduct of Council business and public participation in local government decision-making.

3. Definitions

In this Bylaw:

Acting Mayor means the member designated by Council to act in the place of the Mayor.

CAO means the Chief Administrative Officer of the City or designate.

City means the City of Prince Rupert.

Committee means a standing committee, select committee, advisory body, or other committee established by Council.

Committee of the Whole means a committee comprised of all members of Council.

Corporate Officer means the City's Corporate Officer appointed under the *Community Charter* and includes their designate.

Council means the Council of the City of Prince Rupert.

Council Member means the Mayor or a Councillor.

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Electronic Participation means participation in a meeting by electronic or other communication facilities permitted by law.

Mayor includes the Acting Mayor where applicable.

Public Notice Posting Place means those locations designated by Council for official public notices.

Quorum means a majority of the voting members of the body.

4. Governing Legislation

This Bylaw shall be interpreted consistently with the *Community Charter, Local Government Act*, and any other applicable enactment.

5. Procedure Not Provided For

Where a procedural matter is not addressed in this Bylaw, the Chair shall determine the procedure having regard to generally accepted principles of meeting procedure and applicable legislation, subject to any appeal by Council.

PART 2 – COUNCIL MEETINGS

6. Annual Meeting Schedule

Council shall, by resolution, establish a schedule of regular Council meetings for the upcoming calendar year.

7. Regular Meetings

1. Regular meetings shall be held in accordance with the annual schedule adopted by Council.
2. Council may amend the schedule by resolution.
3. Council may cancel a regular meeting by resolution.

7.1 Meeting Adjournment

Unless otherwise resolved by Council, a regular Council meeting shall adjourn no later than 11:00 p.m.

Council may, by resolution, continue a meeting beyond 11:00 p.m.

8. Special Meetings

Special meetings may be called in accordance with the *Community Charter*.

9. Notice of Meetings

Notice of regular and special meetings shall be provided in accordance with the *Community Charter* and the City's Public Notice Bylaw.

10. Location of Meetings

Council meetings shall normally be held at City Hall or another location authorized by Council.

11. Electronic Meetings

1. Council meetings may be conducted electronically where authorized by legislation.
2. A Council Member participating electronically shall be deemed present for all purposes, including quorum and voting.
3. The City must ensure the public can hear, or watch and hear, the proceedings where required by law.

12. Annual Report Meeting

Council shall annually consider the City's Annual Report and provide an opportunity for public submissions in accordance with the *Community Charter*.

PART 3 – ACTING MAYOR

13. Appointment

Council shall annually designate members to serve as Acting Mayor on a rotating basis.

14. Authority

The Acting Mayor shall exercise all powers and duties of the Mayor during any period in which the Mayor is absent, unavailable, or unable to act.

PART 4 – OPEN AND CLOSED MEETINGS

15. Open Meetings

All meetings shall be open to the public except where Council is authorized by legislation to exclude the public.

16. Closed Meetings

Council may close a meeting or portion of a meeting only in accordance with the *Community Charter*.

17. Resolution Required

Before closing a meeting, Council must pass a resolution in open session identifying:

a) that the meeting is to be closed; and

b) the applicable statutory authority.

18. Attendance at Closed Meetings

Council may permit attendance at a closed meeting by staff, consultants, legal counsel, or other persons whose attendance is considered necessary.

19. Bylaws in Closed Meetings

Council shall not adopt a bylaw in a closed meeting.

PART 5 – AGENDAS AND MINUTES

20. Preparation of Agendas

The Corporate Officer shall prepare agendas for all Council meetings.

21. Distribution of Agendas

Agendas shall be published in accordance with administrative procedures established by the Corporate Officer.

22. Order of Business

The order of business for regular meetings shall generally be:

1. Call to Order
2. Introduction of Late Items
3. Approval of Agenda
4. Delegations & Presentations
5. Public Comment(s) Regarding Agenda Items
6. Consent Agenda
7. Reports
8. Bylaws
9. Council Round Table
10. Adjournment

Council may alter the order of business by resolution.

23. Late Items

Council may add an item not appearing on the published agenda by resolution if the matter is time-sensitive or urgent.

24. Minutes

Minutes shall:

a) record decisions and resolutions;

b) record voting results;

c) be certified by the Corporate Officer.

25. Public Availability

Minutes of open meetings shall be made available to the public in accordance with applicable legislation.

PART 6 – PUBLIC PARTICIPATION

26. Public Comment on Agenda Items

1. A public comment period shall be provided at the beginning of each regular Council meeting following approval of the agenda.

2. During the public comment period, members of the public may address Council regarding items contained on the meeting agenda.
3. Comments shall be directed through the Chair and shall be limited to matters appearing on the agenda for that meeting.
4. The Chair may establish reasonable procedures and time limits for speakers.
5. The public comment period is not intended to be a question-and-answer session, and Council Members and staff are not required to respond to comments.
6. The Chair may rule a speaker out of order where comments are disrespectful, abusive, repetitive, defamatory, or unrelated to the agenda item being discussed.

27. Delegations

1. Persons wishing to appear before Council must submit a written request to the Corporate Officer.
2. The Corporate Officer may establish administrative procedures for delegation requests.
3. The Mayor and Corporate Officer may schedule delegations for an appropriate meeting.
4. Council may hear a delegation that has not been scheduled where approved by Council.

28. Delegation Conduct

Delegations shall:

a) address matters within Council's jurisdiction;

b) maintain respectful conduct; and

c) comply with time limits established by the Chair.

29. Petitions

Petitions submitted to Council shall identify the petitioner and provide sufficient information respecting the matter being raised.

PART 7 – CONDUCT OF MEETINGS

30. Chair

The Mayor shall preside at Council meetings.

31. Absence of Mayor

In the absence of the Mayor, the Acting Mayor shall preside.

32. Quorum

A quorum must be present before business may be conducted. The quorum of Council is a majority of all Council Members.

33. Loss of Quorum

If quorum is lost, no further business may be conducted other than adjournment.

34. Authority of Chair

The Chair shall:

a) preserve order;

b) decide procedural questions;

c) recognize speakers; and

d) ensure the orderly conduct of business.

35. Conduct of Members

Council Members shall:

a) treat one another with respect;

b) address comments through the Chair;

c) refrain from disruptive conduct;

d) comply with Council's Code of Conduct.

36. Conduct of the Public

Members of the public attending meetings shall maintain respectful conduct.

37. Expulsion

The Chair may order the removal of any person whose conduct disrupts the meeting and may recess the meeting until order is restored.

PART 8 – MOTIONS, DEBATE AND VOTING

38. Motions

A motion shall be moved and seconded before debate.

39. Debate

The Chair shall recognize members wishing to speak.

40. Permitted Motions

The following motions may be made while a question is under consideration:

a) amend;

b) refer;

c) postpone;

d) table;

e) call the question;

f) adjourn.

41. Amendments

1. An amendment must be relevant to the main motion.

2. An amendment shall be decided before the main motion.

42. Points of Order

A member may raise a point of order at any time.

43. Voting

Voting shall be conducted in accordance with the Community Charter.

44. Recorded Vote

A recorded vote shall be taken when required by legislation or requested by a member before the vote is taken.

45. Abstention

Members shall comply with legislative requirements respecting conflicts of interest and voting.

46. Reconsideration

Council may reconsider a matter in accordance with the Community Charter.

PART 9 – BYLAWS

47. Introduction

A bylaw may be introduced at a Council meeting only if it has been made available to Council Members before the meeting, unless waived by unanimous consent.

48. Readings

Readings shall be conducted in accordance with the Community Charter and Local Government Act.

49. Adoption

Council may adopt a bylaw when all statutory requirements have been satisfied.

50. Form

Every bylaw shall:

a) have a title;

b) have a bylaw number; and

c) identify its purpose.

51. Signing

Following adoption, the Mayor and Corporate Officer shall sign the bylaw.

PART 10 – COMMITTEE OF THE WHOLE

52. Establishment

Council may meet as Committee of the Whole.

53. Purpose

Committee of the Whole provides an opportunity for:

a) discussion;

b) presentations;

c) policy development; and

d) preliminary consideration of matters.

54. Chair

The Mayor, or in the Mayor's absence the Acting Mayor, shall preside at Committee of the Whole meetings.

55. Quorum

The quorum for Committee of the Whole shall be the same as the quorum of Council..

56. Procedure

The procedural rules applicable to Council meetings apply to Committee of the Whole meetings unless otherwise determined by Council.

57. Reports to Council

Committee of the Whole recommendations shall be reported to Council for consideration and decision.

PART 11 – COMMITTEES AND ADVISORY BODIES

58. Establishment

Council may establish committees, commissions, boards, and advisory bodies.

59. Standing Committees

Standing Committees may be established by the Mayor in accordance with the Community Charter.

60. Select Committees

Council may establish Select Committees by resolution.

61. Advisory Bodies

Council may establish advisory bodies and approve terms of reference.

62. Meetings

Committees shall meet in accordance with their approved terms of reference.

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The quorum for a committee, commission, board, or advisory body established by Council shall be a majority of the voting members appointed to that body unless otherwise established by Council in the body's terms of reference.

63. Committee Procedures

Unless otherwise provided by Council, the procedural rules of this Bylaw apply to committees with necessary modifications.

64. Committee Records

Minutes shall be maintained for committee meetings as required by law.

PART 12 – GENERAL

65. Severability

If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the remaining portions shall remain in force.

66. Repeal

Council Procedure Bylaw No. 3508, 2022, and all amendments thereto are repealed.

67. Effective Date

This Bylaw comes into force upon adoption.

Read a First time this _____ day of _____________, 2026.

Read a Second time this _____ day of ______________, 2026.

Read a Third time this ____ day of ___________, 2026.

Final Consideration and Adopted this ____day of _______, 2026.

____
Mayor

____
Corporate Officer